

UNITED WAY EMERALD COAST

2024-25 PARTNER AGENCY CHECKLIST

Nonprofit organizations are eligible to apply as a Partner Agency if able to answer “Yes” to ALL the criteria below. If your organization does not currently meet the criteria below, but you would like to receive updates on nonprofit trainings and other opportunities, please contact Aubrey Robbie at aubrey@united-way.org.

1. Does your organization comply with all federal, state, and local laws and regulations and are you current with all required filings?
2. Does your organization offer programs/services within Okaloosa and/or Walton counties?
3. Does your organization agree to use all United Way funds and donations in compliance with all applicable anti-terrorist financing and asset control laws, statues, and executive orders?
4. The organization does NOT discriminate against any person or group of people in its hiring and employment practices, codes of conduct, programs, services, or in any other aspect of its operations.

If your organization is eligible, you will be asked to provide the following documentation for the 2024-2025 Partner Agency Application. You can start your application on our website at <https://www.united-way.org/certification>.

_____ **IRS Determination Letter verifying 501(c)3 status (Required by New Certification Applicants only or if any changes have been made since last submission)**

One-page letter that indicates that the organization is tax exempt under 501(c)3 of the Internal Revenue Code.

_____ **Florida Charitable Solicitation Registration**

This is a one-page document from the Department of Agriculture and Consumer Service that has the CH# and expiration date. This form is renewed annually and is required if any charitable organization intends to solicit contributions. If your organization is not required to file a Florida Charitable Solicitation Registration, please upload a letter from the Florida Department of Agriculture and Consumer Service explaining the exemption.

_____ **Florida Consumer’s Certificate of Exemption (Form DR-14)**

This is a one-page document from the Florida Department of Revenue which makes charitable organizations eligible for sales tax exemption. This form is renewed every 5 years, and the most recently renewed certificate should be submitted.

_____ **Sunbiz “Document Number” verifying Active Status**

The Sunbiz “Document Number” can be found by searching your organization’s legal name at <https://dos.myflorida.com/sunbiz/search/>.

_____ **Most recently filed IRS Form 990, 990-EZ, or 990-N**

This should be the most recently completed fiscal year (filed within the last 18 months). If the organization is legally exempt from filing a 990, please upload documentation that explains the organization is not required to file.

_____ **Current Annual Budget**

The organizational budget should follow the agency’s current fiscal year.

_____ **Organization Financials**

All financial documents submitted should be for the most recently completed fiscal year. Depending on your organization’s gross revenues, different financial documents are required for submission. Please read the instruction below to determine whether a Financial Audit or Board Approved Review is required.

Annual Financial Audit Requirement

Organizations with gross revenues **\$750,000 or more**, financial statements audited by an Independent CPA should be submitted. Please include a complete copy of the Management Comment Letter.

Board Approved Financial Review Requirement

Organizations with gross revenues **less than \$750,000**, financial statements reviewed and approved by the Board of Directors should be submitted, along with the board approved minutes. *Audited or reviewed financial statements are acceptable as well and can be used in place of internally prepared financial statements.*

_____ **Current Northwest Florida 211 Profile**

United Way 211 Northwest Florida is a live, 24-hour helpline providing all people with crisis, health and human services support and connecting them to resources in our community. Please email resources@uwwf.org to confirm and update your 211 profile **OR** initiate the process to get your agency listed.