



**United Way
Centraide**
Simcoe Muskoka

REACHING HOME – Ontario Rural and Remote Communities (2023-2024)

REQUIRED DOCUMENTS CHECKLIST

For your application to be reviewed by our Regional Advisory Board (RAB) you must submit all required documents listed below. Please complete the following checklist to ensure that all required documents are submitted with your application.

An application is considered complete only when all the items are submitted

Note: Send completed **Required Documents Checklist** and all required documents via email to the Reaching Home inbox: ReachingHome@UWSimcoeMuskoka.ca

Organization Name: _____

Project Name: _____

All Applicants

All Applicants	YES	NO
<ul style="list-style-type: none"> 2023-2024 Budget (Note: ensure all tabs on this document are completed) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Annual Report for most recent fiscal year 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Enumeration Report(s) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Vital Signs Report where available 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Diversity, Equity and Inclusion Statement or Policy 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Financial Statement (for Indigenous organizations, financial information which has been provided to Indigenous Services Canada can act as an alternative to financial statements) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Letters of Support (3 minimum) 	<input type="checkbox"/>	<input type="checkbox"/>



Joint Applicants

Joint Projects	YES	NO
<ul style="list-style-type: none">Partnership Agreement	<input type="checkbox"/>	<input type="checkbox"/>

Capital Project Required Documents Where Applicable

Capital Projects	YES	NO
<ul style="list-style-type: none">Sustainability Checklist	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none">Sustainability Plan	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none">Development and Construction Schedule Template	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none">Quotes (1-3 for all expenses that exceed \$5,000)	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none">Letter of Intent	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none">Architectural Drawings	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none">Letters Patent	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none">Bylaws	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none">Shareholder Agreements	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none">Articles of Organization	<input type="checkbox"/>	<input type="checkbox"/>

Where Applicable

Organizational Information	YES	NO
<ul style="list-style-type: none">Organizational Chart	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none">Board of Directors (including names of all registered and beneficial owners and percentage of ownership, if applicable)	<input type="checkbox"/>	<input type="checkbox"/>



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By signing below, you certify that the required documents are prepared and attached to your application:

Organization Name: _____

Contact Name: _____

Role: _____

Email Address: _____

Phone Number: _____

Signature: _____ **Date Completed:** _____

