



United Way  
of Monroe County

**AGENCY APPLICATION**  
**2010-2011 Grant Process**

**SECTION 1**

Applying Partner Agency The Growing Place Child Care Centers

Address (Main Office) P.O. Box 168, Kresgeville Pa. 18333

Phone 610-681-5486

Fax 610-681-3892

Executive Director (Chief Professional Officer) Lisa M Eick

E-Mail Address [tgpleick@ptd.net](mailto:tgpleick@ptd.net) Website [www.thegrowingplacecenters.org](http://www.thegrowingplacecenters.org)

Agency Board President Lynnette Thompson Term of Service 4/98 to present

Address P.O. Box 99, Gilbert Pa. 18331

Phone 610-681- 5813

Fax

E-Mail Address [Ken01@ptd.net](mailto:Ken01@ptd.net)

Give a summary (25 word) description of the agency's mission (use SECA description if applicable)

Complete Agency Financial Form (see **attached template**)

Submit all other documents requested (see **attached list**)

**SIGNATURES (Required with Application)**

I (signed below) certify that the information presented, both narratives and financials, are presented truthfully and to the best of the agency's abilities.

\_\_\_\_\_  
Executive Director or CEO

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Treasurer

**APPLICATIONS ARE DUE: 4:30 p.m. FRIDAY FEBRUARY 12, 2010**

**REQUIRED AGENCY DOCUMENTS**

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### **The following materials are ONLY FOR AGENCIES THAT DID NOT PARTICIPATE IN SECA**

- 1) Provide a current listing of the Board of Directors with names, addresses, and phone numbers.
- 2) Provide a copy of your IRS Tax Determination Letter.
- 3) Provide a copy of your **current** certificate of registration from the Department of State, Bureau of Charitable Organizations.
- 4) Please provide a copy of your IRS 990 and a justification of administrative and fundraising expenses over 25% (if applicable). Your IRS 990 **must** cover the same fiscal period as your audit/financial statements.
- 5) Provide agency's **most recent** annual report.
- 6) Provide one agency or program promotional piece such as brochure, newsletter, flyer, etc.
- 7) Provide a copy of your **most recent** financial audit.

### **THE FOLLOWING MATERIALS ARE REQUIRED BY ALL APPLYING AGENCIES**

- A. Give examples of how the organization identifies itself as a United Way partner agency. Please provide samples if applicable such as letterhead or brochure, etc.
- B. Provide some organizational structure showing various programs and lead volunteer/staff.
- C. Provide a schedule of Board meetings for the past year. Also, please have the past year's Board minutes available at the upcoming site visit.

### **PLEASE SUBMIT APPLICATION & FINANCIAL MATERIALS ELECTRONICALLY TO [monica@unitedwaymonroe.org](mailto:monica@unitedwaymonroe.org)**

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