

# Helpful Tips for CFC Application Preparation

2010

**1. TAB All Attachments** (A-E for Local Independent Organizations & Federation Members and A-G for Local Federations) This helps you to ensure you have all required documentation and allows the Reviewer to easily process your application.

**2. Highlight Calendars for April 12-15. Have Contact person on application available on those dates to answer questions.** The review of applications will be done on these dates. It is important for you that our Review Committee can reach the contact person on the application if there are questions.

**3. Federations. Review your member organization applications for completeness.** Your review helps the process go smoothly. Remember, we must call you if there is a problem with an organization application.

**4. Common Errors in applications:**

- All attachments not provided (Note: Tab Attachments)
- Attachments provided not sufficient, i.e. documentation for A; pro forma 990 documents (See details of requirements listed on Instructions and Application for each attachment)
- Lack of original signatures where required
- Certifying statement blocks not checked

**5. Call if you have questions. We are here to help. 390-3272 or 390-3223.**

## **Training Workshop**

We will conduct a CFC Application Training Workshop on Tuesday, March 9, 2010, from 2:00-4:00 PM in the 4<sup>th</sup> Floor Coggin Training Room of the United Way of Northeast Florida offices located at 1301 Riverplace Blvd Jacksonville, Florida. If you wish to attend the training please contact the CFC Office at 390-3223 no later than Friday, March 5, 2010.