

**United Way of Northwest Florida  
Affiliated Agency  
2021**

**PREQUALIFICATION CHECKLIST: My Agency.....**

- Provides high quality services to persons residing in Bay, Calhoun, Gulf, Holmes, Jackson, and/or Washington County (s)
  
- Has a clearly stated mission that aligns with United Way of Northwest Florida's Mission and Vision Statements
  
- Is registered and in good standing as a non-profit
  
- Complies with all State and Federal laws and regulations and upholds a 501(c) 3 tax-exempt status
  
- Maintains a responsible Board of Directors, that serves without pay, meets regularly and effectively governs the organization to further its mission
  
- Tracks and evaluates client level data to assess the effectiveness and reach of services
  
- Conducts an annual audit, prepared on an accrual basis, and executed by an independent CPA (unless exempt)
  
- Has filed a Form 990 or 990EZ for the most recent fiscal year (unless exempt)
  
- Is willing to submit required financial statements and documents for the most recently completed fiscal year as part of the Affiliated Agency application process

- Holds a license to solicit as required by the Charitable Organizations and Solicitations Act-Act 169 of 1975
  
- Is willing to provide the documents requested in the Affiliated Agency application