

PREREQUISITES FOR PROGRAM PARTICIPATION
(FOR FUNDING REQUESTS OF \$1,000 OR MORE)

Participating organizations must be legally chartered 501 (c)3 non-profit organizations in operation for a minimum of two years. Before requesting funding from UTMC, we require the following one-time information to be filed electronically with our Health System Administration Office:

Brandy Helton
Bhelton@utmck.edu

1. 501 (c)3 charter
2. The past two years of financial/operating statements
3. Mission statement
4. A clear statement of the community needs you are meeting
5. Description of services provided by your organization and to whom these services are being provided
6. Current sources of funding
7. Fund-raising activities undertaken by your organization
8. Growth goals for the next two years and your plan for achieving them
9. A list of your board of directors and key staff

(If any of this information changes, please notify us electronically).