**State Combined Campaign
Application Updates for 2025**

Enclosure 1

* Update AFR and make any changes to 25-word description
	+ Description cannot exceed 25 words
* Include phone number and website (if applicable)

Enclosure 2

* Update staff and volunteer numbers
* Update any office hours or location changes

Enclosure 3 – make copy of document/no change

Enclosure 4 - make copy of document/no change

Enclosure 5 – 2023 has already been received in previous applications; add funds raised in 2024 and what percentage of that came from Alabama

Enclosure 6

* Should not need updated unless you were told in prior year to add “volunteers, clients, employees and board of directors” to the policy
* Policy must be an official, published document or recorded in minutes

Enclosure 7

* Update any changes in board and add meeting dates for 2025
* Must have at least 4 board meeting dates scheduled

Enclosure 8 –

* 990 – must be within 18 months of application
* Audit – must be within 18 months of application
* Annual report – must be within 18 months of application
* Budget – Include budget for 2025 year (calendar or fiscal)

Enclosure 9 (Federations only)

* Include allocations/grants to partner agencies for two fiscal/calendar years prior to application