

Criteria for United Way funding in Finney County

Adopted 02/26/08

A. *Definition:*

1. Member Agencies--The Finney County United Way bylaws *Sec. 1 of Article V-Membership States: Agency membership shall be held by any health welfare or public service organization which applies for and is accepted by this organization and which is in accord with the purposes of this organization. All agency members must be approved annually by the Board of directors.* In other words, “member agencies” refers to a partnership between a United Way funded agency and FCUW for a period of one year. It does not, in any way, suggest entitlement to receive funds beyond the current year.
2. Current member agencies may retain status as member agencies as long as they meet the criteria and conditions of membership.
3. There will be annual competition for our limited funds between programs with demonstrable results.

Finney County United Way (FCUW) must take into account a number of factors in considering the conferring of agency status. Paramount among these would be the factors of community need, standards of performance of the agency, stage of readiness for the community to accept certain agencies for federated fundraising, and the capacity of the FCUW to finance the agencies.

Applications will be considered from any incorporated non-profit organization that meet a demonstrated need in the field of health, welfare, and/or community benefit, and to which contributions are deductible under appropriate sections of the Internal Revenue Code. Specific programs not eligible for United Way support are identified at the end of this document.

B. *Responsibility (Emphasis on Organizational Responsibility)*

It is important for the funding organization to make certain that the purposes for which the funds are expended by the funded organization are in furtherance of the funding organization’s exempt purposes. Regular monitoring, specific purposes of the grant clarified and a written verification of use of grant funds is warranted.

1. Incorporation, Function and Exemption from Taxation

Legal accountability of the agency must be established by its having been incorporated as a health, welfare or community benefit organization under the non-profit corporation laws, or chartered as a local unit by an organization or incorporated. The agency must be incorporated, non-profit, voluntary, and exempt from Federal income tax.

Contributions to the agency must qualify for an income tax deduction under the Internal Revenue code.

2. Bylaws and Charter

The agency must have a charter and/or bylaws which clearly define the agency's purpose and organization, and the duties, authority and responsibilities of the governing body of the agency.

3. Accounting

The agency must provide FCUW with a copy of each of the following: an annual

audit or CPA review, an annual report and the most recent 990 if applicable.

4. Stability and Continuity

The agency must have been organized and operating for a sufficient length of time to demonstrate its stability and likelihood of continuity.

5. Satisfactory Level of Board Control

The organization of the agency must assure effective control by a volunteer board of Directors selected in a satisfactory manner and representative of the community and the people served. The agency board must have rotation procedures for its members. The organization must assure efficient management, effective service, and a reasonable prospect of continuity.

- a. The agency must have a governing or advisory body whose members serve without compensation, and who shall be generally regular in attendance at its meetings and otherwise take an active part in the agency's affairs.
- b. The governing body must have full power to establish operating policy; to employ, supervise and dismiss its employees; to control and be responsible for its auxiliaries and other groups operating in or using the name of the agency; to enter into contracts with FCUW; and to acquire, manage and dispose of real and capital properties obtained in the name of the agency.
- c. The governing body must be so organized as to assure accountability and operating efficiency, and it must meet not less than four times a year. (Minutes of the annual meeting and most recent monthly board meeting provided to FCUW) The governing body must review and approve the annual operating budget of the agency and approve any significant change.
- d. No paid staff member may be allowed to serve as a voting member of the governing body.
- e. The agency shall operate on a nondiscriminatory basis with respect to age, sex, race, religion, national origin and/or disability. This policy shall apply to persons served, to persons employed by the agency and to the membership on its governing body and committees.

6. Licensing and Insurance

- a. The agency must maintain any required licenses, certifications, permits and insurance.

C. Efficiency (Emphasis on Management)

1. The agency must be able to document program need, target population, characteristics, service volume, fee structure, unit cost, accessibility and availability of services, measurability of objectives and mode of service delivery.
2. The agency must provide FCUW with *local* NOT *national* statistics of those served.
3. The agency must have an appropriate system for self-evaluation, and it must be able to show that this system is used on a regular basis.
4. The agency must demonstrate its cooperation with other agencies in planning and coordinating of community services to eliminate duplication and gaps, and by adapting its own services toward a more balanced and effective community program by active participation with appropriate planning and coordinating bodies (e.g. Community Services Council).
5. The agency must demonstrate that alternative funding sources have been appropriately explored.

D. *Effectiveness (Emphasis on Impact Results)*

1. The agency must render a needed service in a manner and in a field of work that justifies inclusion in a broad financial federation. This implies that the service meets a demonstrated need and can be continued without duplicating the efforts of any existing agencies or program in Finney County.
2. The agency must demonstrate that its program has an effective impact upon a board approved focus area as follows: Protecting Children and Strengthening Families, Fostering Health and Promoting Independence, and/or Providing Basic Needs and Security.
3. The service provided by the agency should be consistent with and capable of achieving the agency's goals and objectives and should justify the maintenance of a separate voluntary agency and the level of funding requested.
4. All funds allocated to an agency must be expended in Finney County.

E. *Impact on FCUW & Ability to comply with FCUW requirements*

1. The agency must:
 - a. Have a demonstrated fund raising ability, or,
 - b. Be of such importance to the community as to have potential fund raising capacity, and thereby add appropriate strength to United Way, or,
 - c. Perform a service that in the opinion of United Way is essential to health, welfare, or community benefit in the community.
2. The agency must agree to establish and maintain sound financial practices as required by FCUW and must provide FCUW and its committee's full access to the agency's financial records and procedures.
3. The agency must agree to function as a member agency with United Way in spirit and purpose. The volunteer leadership and staff must actively participate in the United Way fund drive and adhere to FCUW's policy on fundraising and donor solicitation, i.e. blackout policy if reinstated.
4. All agencies funded will be asked to join with the fundraising efforts of Finney County United Way and will be held accountable. Agencies will be asked to visit businesses during the Blitz and participate in presentations to major businesses. A log of hours will be required. Support of United Way is required in all aspects.

F. *Programs not eligible for United Way support*

Programs not eligible for direct funding from FCUW include:

- a. programs seeking capital outlay funds;
- b. programs that are primarily political in nature;
- c. programs whose fiscal management capability is severely limited by an agency's indebtedness;
- d. programs that provide a service that is the mandated responsibility of another agency serving the entire community;
- e. programs that provide services limited to the members of a particular religious group, or that exist solely to advocate particular religious beliefs;
- f. any other programs that the United Way Board of Directors deems inappropriate for FCUW's support.

G. *Conditions of Membership*

1. The organization, (member agency) agrees to cooperate in the broad purposes of the United Way directed toward prevention of unnecessary duplication by promoting

collaboration and efficiency of operations and adoption of sound planning.

2. The organization agrees to include the official United Way logo on all promotional materials (i.e. brochures, letterhead, website) for the period in which they are funded.
3. If a funded agency does not comply with the FCUW criteria for funding, the FCUW Board reserves the right to review and modify the allocated funds to such agency.

, Executive Director

Date

Teresa Smith, 2009 Campaign Chair

Date

Roy Cessna, Allocations Chair

Date