



**United Way
Of
Southern West Virginia**

**Funding Request
Application
2011**

United Way of Southern West Virginia

ADMISSION POLICY

Thank you for your interest in becoming a United Way affiliated agency.

The United Way of Southern WV recognizes the continually changing human service needs in the Southern WV Area. To meet these constantly changing needs, an ongoing admissions process has been established. To maintain an effective and equitable system, applications are reviewed once a year. The Board of Directors of the United Way of Southern WV and community volunteers review agency applications and recommend agencies for admission. Agencies reviewed are evaluated for their overall ability to provide service, as well as the appropriateness of United Way funding.

The following admissions material and application are designed to assist in the application process. **It is to your benefit to review the enclosed information thoroughly before completing the admission application.** This will insure an accurate understanding of your request and a timely response.

Before an agency is considered for United Way support, it must meet United Way Eligibility Requirements and Standards. These requirements were adopted by the United Way's Board to ensure all admitted agencies meet legal and organizational requirements. If an agency does not meet the Eligibility Requirements, it will not be considered for funding. Therefore, we ask that you review the Requirements prior to submitting an application for admission to verify your agency's qualification for receiving funding.

Any Agency interested in affiliation with the United Way of Southern WV must meet the following Eligibility Requirements:

1. It must be a non-profit corporation or association operating a program deemed by the United Way Board of Directors to be important to the general human care service system of the community and have exemption status under appropriate sections of the Internal Revenue Code.
2. Its management must be vested in a soundly constituted Board of volunteers, large enough to be properly representative and with provision for reasonable yearly turnover, which meets at least quarterly, and which in fact, assumes responsibility and accountability to the public for the governance of the agency.

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3. It must render a service which meets a demonstrated human need; its program must be of a quality and quantity which will justify present and proposed expenditures; its hours of service must be such to meet the needs of the people served; its facilities must be adequate for the purpose for which they are maintained; intake policy and limit of service, geographic and otherwise, must be clearly defined.
4. The organization shall have an appropriate Affirmative Action Policy that shall provide for the selection of board and staff, as well as the delivery of services without discrimination.
5. The agency shall use only those methods of securing other income, which are acceptable to the United Way as determined by the by-laws of the United Way and as detailed in the section titled Agency Self-Support and Supplemental Support Policy.
6. The agency shall make available on request a copy of a financial statement prepared by an independent CPA in accordance with generally accepted auditing standards or a substitute acceptable to United Way.
7. At the time of its application for support, the agency shall have a satisfactory plan for meeting any prior indebtedness, and agencies with buildings shall have the property in good state of repair.
8. The agency shall cooperate with other agencies in preventing a duplication of effort and in promoting effective service, efficiency and economy of administration.
9. The agency shall conduct an intensive year-round program of interpretation and education in cooperation with the United Way; to identify itself in every particular manner as a recipient of United Way support through display of United Way insignia on its property, offices, stationary, publication, and through other procedures which would be mutually beneficial in the promotion of the United Way.
10. It must have a plan for organization and operation, which is satisfactory to the United Way Board of Directors; operate on a sound financial basis and maintain an adequate system of records and reports covering both its services and finances.

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11. It must make effective use of volunteers, wherever possible, consistent with its program.
12. If it employs staff, they must be qualified by training and/or experience to carry on an effective program.
13. **The agency returns the signed Agency Agreement to the United Way with the application for funding.**
14. The agency must have a local presence in the Southern West Virginia geographical area.
15. The agency must be registered with the Secretary of the State of West Virginia and submit the Registration Statement of Charitable Organization. Additionally, a copy of the Tax Return 990 with the State should be submitted.

AGENCY SELF-SUPPORT AND SUPPLEMENTAL SUPPORT POLICY

PREFACE:

Agencies are encouraged to seek supplemental operating revenues from such sources as Foundation and Government Grants, endowments, fees for services, membership programs, and special events.

United Way supports Agency supplemental fund raising provided it is conducted in an ethical and responsible manner within specified guidelines.

PHILOSOPHY:

United Way is vitally interested in working with affiliated agencies and the Community at large to secure maximum funds to support the community's voluntary human service programs. However, agencies are responsible for refraining from fund raising activities which, although perceived in their individual best interest, may undermine the long range broad-based community support for all affiliated organizations.

FORWARD:

In fund raising activities, United Way and its affiliated agencies must demonstrate integrity and accountability to the people in the communities they serve. Continuing financial support from the community is dependent upon public endorsement and appreciation of the health and human services provided. Maintenance of accepted standards of performance requires that United Way and affiliated agencies operate in a cooperative manner with mutual respect for their separate responsibilities.

Operational Fund Raising

The United Way of Southern West Virginia encourages affiliated and related auxiliary “support groups” to supplement operating funds in a manner that does not conflict with United Way fund raising efforts.

The following areas have no qualifications and Agencies are encouraged to consider these activities:

1. Allocation from other United Ways
2. Government grants and trusts
3. Non-corporate foundations and trusts
4. Service club grants
5. Investment income
6. Bequests and endowments
7. Earned income from contracted services
8. Sales of program related supplies and materials
9. Thrift shops
10. Unsolicited gifts
11. Fees for services provided to cover actual program costs
12. Donations from religious organizations and churches

REQUEST FOR FUNDING
From
THE UNITED WAY OF SOUTHERN WEST VIRGINIA

All applications submitted by qualifying non-profit organizations should be returned to the United Way of Southern West Virginia by **4:00 p.m., Wednesday, March 31, 2010.**

All applications must be accompanied by the following:

- ❑ Completed Eligibility Checklist
- ❑ Completed United Way Questionnaire
- ❑ Signed United Way of Southern West Virginia Agency Agreement for 2011
- ❑ Copy of current Federal Income Tax Form 990
- ❑ Copy of Annual Budget for 2010
- ❑ Copy of current 501 (3) (c) License
- ❑ Copy of most recent audited financial statement
- ❑ Tax Exempt number
- ❑ List of funding sources and amounts received in 2009
- ❑ List of fund-raising events held in 2009
- ❑ Calendar of events for 2010
- ❑ Names, addresses and telephone numbers of officers and members of the Board of Directors
- ❑ Agency literature and/or brochures, etc.

IMPORTANT:

If any of the above information is not received with the application, the United Way of Southern WV reserves the right to consider the application as being incomplete. It will be returned to applicant without consideration.

APPLICATIONS DISQUALIFICATION INFORMATION

Applications without a signature will be considered incomplete and will be disqualified.

There will not be reminders from the United Way office concerning application due date.

If your agency was funded in 2010, you must reapply by completing an application for 2011 funding.

2011 Eligibility Checklist

- A. Date Organization Founded:

- B. Is the Organization Incorporated?
Yes _____ No _____

If no, does the organization have any legal status?
Yes _____ No _____

If yes, please document.

- C. Is the organization tax-exempt under Section 501(c)3 of the IRS Code?
Yes _____ No _____

- D. Does the organization have by-laws?
Yes _____ No _____ (Include in packet)

- E. Does the organization have a voluntary governing Board of Directors?
Yes _____ No _____

- F. Do the by-laws prohibit Board Members from receiving compensation from the organization?
Yes _____ No _____

- G. Does the organization have an affirmative action policy regarding volunteers, staff and clients? Yes _____ No _____

- H. Does the organization have an annual audit completed?
Yes _____ No _____

If not, are the organization's financial records reviewed by an outside source?
Yes _____ No _____

If yes, by whom? _____

How frequently? _____

- I. Is the organization debt free?
Yes _____ No _____

If no, please describe the debt(s) and the plan proposed to eliminate the debt(s).

- J. List any affiliations with regional and/or national organization.

- K. Does the agency file an annual 990 Tax Return? Yes _____ No _____

2011 United Way Questionnaire

NAME OF AGENCY:

DIRECTOR:

PHONE:

1. Funding request for 2011.

2. Agency mission.

3. Programs/services by your agency provided in 2009. BE SPECIFIC

4. a. Number of instances of services provided in 2009. (As accurately as possible)

- b. Target population

5. Please give a brief description of your agency (25 words or less) that you would like to be used for all media purposes. The 25-word statement should describe real services, benefits or program activities the organization provides.

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6. Geographic area covered:

7. How are your agency programs/services assessed for effectiveness?

8. How did your organization use the United Way allocation last year? What will be the use for the funding in 2011? (Please be specific)

9. What new or different programs/services does your agency contemplate providing next year?

10. How will these new or different programs/services be financed?

11. What supplementary fund raising activities does the agency conduct and when?

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- 12. On a separate page, please provide a documented success story which can be used in a state-wide video and at speaking engagements. It would be beneficial to have someone who would agree to relate their experiences and how your agency was able to assist them. Provide pictures, if possible.

Financial Highlights

We use this information at various times when making application to participate in government fund-raising programs.

Please complete this chart in its entirety using information from your most recent 990 Tax Return.

Management and general plus Fundraising (Total Lines 14 and 15)	
Total Revenue (Line 12)	
Lines 14 and 15 divided by Line 12	

Total Revenue (Line 12)	
Total Expense (Line 17)	
Amount received from United Way of So. WV	

Number of full time employees	
Number of part time employees	
Total salary expenses	

Signature of person submitting information:

Date

Preparer's Phone Number and E-Mail:

E-Mail

Phone

**UNITED WAY OF SOUTHERN WEST VIRGINIA, INC
2011 AGENCY AGREEMENT**

Agency Name: _____

The general purpose of the UNITED WAY is to provide more effective and economical fund raising strategies with equitable distribution in the interest of better service to people.

A UNITED WAY effort in Southern West Virginia offers many advantages to the citizens of Wyoming, Raleigh, Fayette, Nicholas and Summers Counties. Advantages include the conservation of manpower, greater participation in charitable giving, lowered costs of fund raising, cooperation among agencies and avoidance of duplication of efforts.

The UNITED WAY of Southern West Virginia, Inc., serving Raleigh, Fayette, Nicholas, Wyoming and Summers Counties, hereafter referred to as "UNITED WAY", and the above named agency, chapter, or association, hereafter referred to as "agency", hereby agree to comply with the following provisions:

THE UNITED WAY AGREES TO THE FOLLOWING:

1. The UNITED WAY will conduct a vigorous annual campaign with the cooperation and aid of this agency and other participating agencies, including in its goal the expenses required to conduct the campaign.
 2. The campaign will be conducted in the fall of each year with the official dates being August 30 through November 30.
 3. The solicitation area of the UNITED WAY will be Raleigh, Fayette, Summers, Nicholas and Wyoming counties. If any part of this agency's jurisdiction shall lie outside these counties the agency may, by specified agreement, undertake a fund raising effort in such areas and by such time as specified.
 4. The UNITED WAY shall campaign for operating funds only for participating agencies, not for capital funds.
 5. Approval of any proposed capital fund campaign or other special purpose campaign by an agency shall be obtained from the UNITED WAY Board of Directors. This request shall be made and clearance obtained before any commitments are made relating to the proposal.
 6. The fiscal year of the UNITED WAY shall be the calendar year, from January 1 through December 31. The fiscal year of the agency is the same unless indicated otherwise.
 7. The total goal of the UNITED WAY campaign will be the amount approved by the Board of Directors of the UNITED WAY for its participating agencies. If necessary, a conference may be requested with an agency. These conferences will include exploration of program plans and financial needs.
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8. The right of the contributor to request distribution of his/her contribution of \$50.00 or more for an agency or agencies shall be made available by UNITED WAY.
9. Post campaign adjustments in plans for distribution of funds shall be based on a reappraisal by the UNITED WAY Board of Directors.
10. UNITED WAY financial reports shall be made available to the agencies no less than quarterly and to the public at large no less than annually with an annual report.
11. The UNITED WAY shall have an annual audit by an independent Certified Public Account Firm.
12. Funds shall be paid to the agency by the UNITED WAY in regular quarterly installments beginning in January.

AGENCY AGREES TO THE FOLLOWING

1. **It is understood that the participating agencies will not conduct fund drives during the UNITED WAY Campaign without prior approval by the United Way Board of Directors.** This is specified in the UNITED WAY AGREES #2, which states that the campaign will be conducted in the Fall of each year with the official dates being August 30 through November 30. It will not permit its name to be used or identified with a fund-raising or fund-earning project of another group during the protected time period with the only exception being to secure the prior written approval of the United Way Board of Directors.
2. **The agency will agree to promote the UNITED WAY effort by using the newly branded UNITED WAY logo and promoting their UNITED WAY affiliation in all media releases and all related activities.** (If you do not have the new logo as shown at the bottom of this agreement, please call 253-2111 and request that we send one to your agency. We can send you a cd version or e-mail the logo to you.)
3. The agency will cooperate with the United Way and other organizations in planning to improve the effectiveness of the community's human care service system.
4. The agency will use United Way allocations for their requested purpose as approved by the Agency's funding application. Approval of the United Way Board of Directors is required when program changes necessitate adjustment in an agency's approved program or budget for the funding year.

5. The agency will provide the UNITED WAY with an independent audit annually. A copy of the most recent 990 Report must be filed by May 30 of each year. Although you may not be required by law to submit a 990 to the Internal Revenue Service, you must submit a copy for the UNITED WAY's file. This form is required by the Combined Federal Campaign for funds pledged directly to your organization. If you do not submit a copy of the 990 to the United Way, you cannot receive funding from any of the Combined Federal Campaign agencies.

6. The agency will practice sound financial management by operation within the limits of available resources; maintain an adequate system of records and reports covering both services and finances and to have its operating capital and special accounts open for review by the United way at any reasonable time for any reasonable purpose.

7. **The agency will appoint a contact person for the fall campaign, who shall attend campaign meetings and keep the agency apprised of campaign activities and events of the United Way.** The United Way may request agency attendance at fund raising activities or special events, and occasionally will be asked to set up display booths for area businesses and the State and Federal campaigns.

8. The agency will notify the UNITED WAY in advance of all board meetings. Minutes of these meetings will also be given to the UNITED WAY. The agency will allow the United Way to attend and make a presentation to your Board of Directors when if so requested.

9. The agency will provide the UNITED WAY with proof of its non-profit status 501 (c) (3).

10. If an applying agency has been in operation for less than one year, the UNITED WAY board will have the authority to waive the past year's operating budget and audit as part of the application process.

11. This agreement is subject to amendment by mutual agreement, but otherwise shall remain in force from January 1 until December 31. Each agency shall submit a signed copy of this agreement together with funding application. The signing of this agreement by the UNITED WAY shall not be considered as a commitment by the UNITED WAY to fund the agency for the upcoming year.

12. The agency will keep the United Way informed of all policies and/or changes regarding client eligibility for services.
13. The agency will keep the public informed as to its services and objectives; to make known in every practical manner that it is a recipient of United Way support.
14. A copy of the 2010 Proposed Budget.
15. **Failure by the agency to comply with this agreement will result in a re-evaluation of the agency's funding.** The UNITED WAY will reserve the authority to withhold any agency's funds until an acceptable level of compliance is realized.
16. Prior to the annual renewal of agreements between the UNITED WAY and each agency, an evaluation will be made by the UNITED WAY board to determine the role taken by the agency in participating and contribution to the UNITED WAY's campaign success. This evaluation will determine if each agency should continue to be included.

United Way Executive Director _____
Date Signed

Agency Board President _____
Date Signed

Agency Executive Director _____
Date Signed