



United Way of Van Wert County
136 E. Main St. / Van Wert, OH / 45891
419.238.6689 / unitedway109@gmail.com

2019 Agency Application Checklist

In order to receive United Way funding you must provide the following to the United Way of Van Wert County by Friday, March 29, 2019

1. 2019 Request for funding (one for each program request) which includes:

- Application for Program Funding
- Number & Demographic of People Served
- Impact & Outcome Goal Sheet
- Budget Form
- Board Member Roster
- Fundraising Information
- Program Success Story (one specific example of service(s) provided, written by a client served)
- Signed 2018-2019 Agency Agreement

2. ADDITIONAL information needed includes:

- Balance Sheet as of February 28, 2019
- Profit & Loss statement for fiscal year 2018
- A copy of pages 1, 9, & 10 of your IRS 990
- A list of your board meeting dates

The following items need to be available upon request:

- *Your most recent year-end audit / review*
- *Proof of IRS current tax exempt status*
- *Your organizations by-laws*
- *All 2018 board meeting minutes*

Category 4: Financial Stability

%

Brief Description

What is the mission statement that guides this program's activities?

Briefly describe the program for which you are requesting funding.

Who is the targeted demographic for this program?

Describe how you know there is need for this program.

Is this a new program or a previous United Way funded program?

Allocations awarded to your program in 2018 (if applicable)

Amount requesting for 2019

If you are asking for an increase, please explain why.

In what ways would your program & clients be impacted, if United Way does not fully fund?

Identify other funding resources received by your program.

Identify collaborative work done with other agencies or groups (United Way of Van Wert Co and United Way partners).

How does your organization publicly promote United Way support and funding of your program?

How does your organization participate in or assist with the United Way yearly campaign?

Part 2: Program Operations

What percentage of your budget is administrative costs?

***This is derived by IRS Form 990 line 25 column C (management and general) added to line 25 column D (fundraising) and dividing the resulting total by line 12 (total revenue).*

If you have 0% administrative costs, please be specific about how this is possible.

If your administrative costs are greater than 25% of total revenue, please explain why.

Do you have appropriate reserve funds of 3 months operating expenses?

Number of staff utilized to implement this program.

Do your by-laws / code of regulations specify procedures for electing board members and officers for staggered terms?

Board members and officer rotation has occurred as designated in the by-laws during the past 12 months.

What year were your by-laws last reviewed?

Board meetings occur on a regular basis ranging from 6-12 meetings per year.

A minimum of 50% of the board members attended board meetings over the past year.

Part 3: Agency Participation in United Way campaign

Our board members support the United Way campaign.

Our staff members support the United Way campaign.

As the agency director, I supported the United Way campaign.

Our agency was present at the All Agency Mid-Year Meeting .

Did someone representing your agency attend Fiesta Fun Friday held in May 2018?

Who is your agency contact for your A&R committee presentation?

Would your agency:

Purchase tickets for our fundraising events

Sell tickets to our fundraising events

Bake items for a bake sale

Make snacks for our annual Bag Bingo event

Other

Number and Demographics of People Served

Agency Name:	
Funded Program Name:	
Define your unit of service:	

Please fill out this form for each program you are requesting to be funded			Total number of clients served:	
Area Served	Unduplicated Clients	Units of Service	Average cost per client:	
Van Wert City			Age ranges served	
Convoy			0-18	%
Delphos			19-30	%
Middle Point			31-40	%
Ohio City			41-50	%
Scott			51-60	%
Venedocia			61 & Over	%
Willshire				
Wren			Gender Breakdown	
Other			Male	%
			Female	%

Income Level	
Under \$20k	%
\$20k - \$30k	%
\$30k - \$40k	%
\$40k & Up	%

United Way of Van Wert County: Impact & Outcome Based Goal Plan

To better align future funding, the United Way of Van Wert County is gradually moving to an impact & outcome based funding process. Please think through & answer the questions below to help establish the impact area & outcome basis for your funded program.

**1. What does the program want to accomplish and what are the requirements & constraints?
Be specific.**

2. How will you measure the programs progress and know when the goal is accomplished?

3. What are the steps to take to accomplish the programs goal?

4. Are the necessary resources in place to accomplish this goal?

5. Is the program goal in line with your agencies long-term objectives?

6. How long will it take to accomplish the program's goal or when is the completion date?

United Way of Van Wert County: Definitions for Budget Form

REVENUE

- United Way of Van Wert County**– Allocations and designations from UWVWCO for program funding.
- Contributions** - Revenue from contributions such as private donors, corporations, memorials, bequests, and trusts.
- Special Events** - Revenue from fundraising events.
- Legacies & Bequests** - Revenue from a donor's will and/or estate.
- Contributed by Associated Organizations** - Transactions between the different segments of your organization
- Allocated by Other United Ways** - United Way other than United Way of Van Wert County.
- Fees & Grants from Government Agencies** - State or Federal Grants, Payments for Services
- Membership Dues** - Cost of belonging to your organization.
- Program Service Fees** - Fees/Payment received for services delivered by the organization either paid by the client or reimbursed by non-governmental third party sources such as private insurance or fees from non-profit organizations.
- Sale of Materials** - Revenue generated by product sales.
- Investment Income** - Income generated from CD's/Savings accounts/Mutual Funds, etc.
- Miscellaneous Revenue** - Revenue that cannot be reported on another line.

EXPENSES

- Salaries** - Salaries & wages subject to withholding earned by program's full and/or part-time employees.
- Employee Benefits** - Amounts paid and accrued by an agency under its own or other employee health or retirement benefit plans, including voluntary termination or retirement payments outside a formal plan.
- Payroll Taxes** - This includes Social Security (FICA) taxes, worker's compensation, insurance premiums (professional and liability), and unemployment compensation payable by employers under federal, state, or local laws.
- Professional Fees** - Fees and expenses of professional practitioners and consultants who are not employees of the agency but are engaged on an independent contract basis.
- Supplies** - Cost of materials and other supplies used by the program.
- Telephone & Internet**
- Postage & Shipping** - Cost for postage and mailings associated with the program/agency
- Occupancy**-Expenses incurred from a program's occupancy and use of leased or owned land, buildings, and offices. This includes heat, light, water, maintenance, property insurance, insurance liability, property tax, and mortgage interest.
- Equipment Rental/Purchase** - Cost to rent or purchase business machines.
- Printing**-Costs for printing and other informational materials produced outside the reporting agency.
- Travel** - Transportation costs for staff and volunteers for program/agency.
- Conferences, Conventions, Training & Meetings**- Registration, motel, dinners, for program/agency
- Specific Assistance to Individuals** - Momentary assistance directly to an individual
- Membership Dues** - Fee paid for staff to service club or other organization
- Awards** - For board members, volunteers, community
- Maintenance & Repairs** - Cost for maintenance and repair of business machines program/agency.
- Director, Officer, Board Insurance** - Professional Liability Insurance
- Miscellaneous Expenses** - Expenses that do not fit on any other line.

BUDGET FORM

Agency Name:

Program:

What Is Your Program Year? Calendar _____ or Fiscal _____ to _____

Support Revenue and Expenses

2018 Actual

2019 Budgeted

PUBLIC SUPPORT & REVENUE

Allocation from this United Way

Contributions

Special Events and Fundraisers

Legacies & Bequests

Contributed by Associated Organizations

Allocated by Other United Ways

Fees & Grants From Government Agencies

Membership Dues

Program Service Fees & Net Incidental Revenue

Sale of Materials

Investment Income

Miscellaneous Revenue

Total Support & Revenue**EXPENSES**

Salaries

Employee Benefits

Payroll Taxes

Professional Fees

Supplies

Telephone & Internet

Postage & Shipping

Occupancy

Rental & Maintenance of Equipment

Printing & Publications

Travel

Conferences, Conventions, & Meetings

Specific Assistance to Individuals

Membership Dues

Awards & Grants

Maintenance & Repairs

Director, Officer, Board Insurance

Miscellaneous Expenses

Payments to Affiliated Organizations

Board Designations for Specified Activities for Future Years

Total expenses for budget period for all activities**Excess (Deficit) of total support & revenue over expenses**

Fundraising Activities

List fundraisers you have planned between now and June 30, 2020

Event:

Proposed Date(s):

Anticipated Revenue:

In-Kind Support:

Event:

Proposed Date(s):

Anticipated Revenue:

In-Kind Support:

Event:

Proposed Date(s):

Anticipated Revenue:

In-Kind Support:

Event:

Proposed Date(s):

Anticipated Revenue:

In-Kind Support:

Event:

Proposed Date(s):

Anticipated Revenue:

In-Kind Support:

Event:

Proposed Date(s):

Anticipated Revenue:

In-Kind Support:

2019 Program Success Story

Agency Name:

Provide an example of how this program has helped you. Your success story should be from the last 12 months. We may use this story in marketing to demonstrate how donations to the United Way of Van Wert County help create lasting change in our community. Change names or identity details if necessary.

United Way of Van Wert County: 2019 Admissions Guidelines

1. BE INCORPORATED, NOT-FOR-PROFIT AND IRS TAX EXEMPT.

The United Way has the responsibility to verify that the recipient organization has been ruled tax exempt by the Internal Revenue Service.

2. OFFERS HUMAN SERVICE PROGRAMS.

The United Way of Van Wert County, Inc. will consider organizations with a worthy education, character building, health, or social service program.

3. PROVIDES COMMUNITY SERVICE BASED ON DOCUMENTED NEED(S).

The agency/program should address itself to an identifiable current need, demand, or problem in the community. Services which are supported by voluntary dollars should be clearly defined and their impact documented by the organization.

4. NON-DISCRIMINATORY.

All agencies are to provide equal opportunity in all areas of service and employment, both paid and volunteer. There shall be no discrimination against any person on the grounds of race, creed, religion, sex, age, handicap, national origin, or ancestry.

5. HAS AN ACTIVE, ROTATING, VOLUNTEER LEADERSHIP THAT REPRESENTS THE DIVERSE ELEMENTS OF THE COMMUNITY.

The agency's Board of Trustees or governing body should consist of volunteers who participate in the policy-making processes, represent the diverse elements of the community, periodically rotate off the board, and meet at least quarterly.

6. HAS SOUND FINANCIAL AND PROGRAM MANAGEMENT.

Demonstrated ability to manage the finances of the program/services in accordance with generally accepted accounting principles. Programs that run surpluses do not have the same priorities as programs that have balanced budgets. Programs that forecast operating deficits are not considered fiscally sound. What we need is a balanced budget and your job as program director/executive director is to provide that for your board, the community, and the United Way volunteers.

7. AGREES TO SUPPORT AND COOPERATE WITH THE UNITED WAY IN THE FOLLOWING AREAS: (1) FUNDRAISING, (2) PLANNING, (3) COMMUNICATIONS AND (4) ALLOCATION PROCESS

The agency's relationship with the United Way revolves around four primary areas: Raising voluntary contributions, planning for the needs of the total community, communicating their services and United Way affiliation to the public, and cooperating in the allocation process.

8. AGREES TO NOTIFY THE UNITED WAY BEFORE ENGAGING IN ANY SUPPLEMENTAL FUNDRAISING EFFORTS.

Efforts by agencies to develop sources of income should be carried out in such a manner to assure that the United Way giving base in the community will not be adversely affected and that the United Way is fully informed and supports, in advance, special financing efforts undertaken by the agency.

9. COLLABORATE WITH OTHER ORGANIZATIONS.

All agencies or organizations are encouraged to develop working relationships among other United Way member agencies to encourage collaboration and cooperation in order to improve service delivery. Duplication of services is strongly discouraged.

10. MEASURE PROGRAM EFFECTIVENESS.

All member agencies must measure United Way funded programs for program effectiveness

United Way of Van Wert County: 2019 Appeal Process

Any organization requesting funds from the United Way of Van Wert County, Inc., has the right to appeal the decision of the Admissions and Review Committee. The appeal process is as follows:

The United Way of Van Wert County, regarding funding for the coming year notifies all organizations, in writing. Any organization who is not satisfied has ten (10) working days to notify the United Way of Van Wert County office in writing that it requests an appointment with the Executive Director to review the funding application and the factors involved regarding the Admissions and Review Committee's funding decision.

If the appointment with the Executive Director does not resolve the situation, the organization has ten (10) working days (after the appointment with the Executive Director) to notify the United Way office in writing that it desires a meeting with the Admissions and Review Committee.

The Executive Director, acting as secretary for the Admissions and Review Committee will notify the organization of the committee's funding decision in writing within ten (10) working days after the committee's interview with the organization.

If the situation has not yet been resolved to the organization's satisfaction, the organization must notify the United Way of Van Wert County office within ten (10) working days of receiving correspondence regarding the committee's decision that it desires an appeal to the Board of Trustees and the Executive Board.

The Executive Director, acting as secretary for the Board of Trustees and the Executive Board will notify the organization of the appeal decision in writing within ten (10) working days after the meeting with the boards.

United Way of Van Wert County: 201**9-20** Agency Agreement

This agreement is entered into with the belief that:

- (a) The participation of representative citizens in community-wide planning, budgeting, and fund raising for social services is essential;
- (b) Coordinating fund raising is the most efficient way to provide for the financial needs of voluntary health, welfare, and character building agencies;
- (c) The promotion of efficient, economical operation and the establishment and maintenance of high operating standards are essential to the social, health, and welfare services delivery systems.

1. The United Way of Van Wert County, Inc. agrees to the following:

- A. Operate under the management of an active, elected, local volunteer board.
- B. Provide services on a non-discriminatory basis.
- C. Use its best efforts to organize, direct, and conduct an annual campaign through board, agency, and volunteer support.
- D. Allocate and distribute funds through a system, which utilizes a review process, and distribute funds for identified community needs.
- E. Work with United Way agencies and other community agencies to identify both ongoing and emerging community needs and help achieve solutions to community problems in a spirit of collaboration and cooperation.
- F. Promote member agencies programs/services to the community, assisting in all appropriate ways on behalf of those agencies on a year-round basis.
- G. Recognize the autonomy of member agencies and exercise only those controls that are reasonably necessary for the effective and successful operation of the United Way.

2. The participating agencies agree to the following:

- A. Operate under the management of an active board and meet the requirements of the agency's by-laws.
- B. Qualify as an incorporated, not-for-profit, and IRS tax-exempt organization.
- C. Submit in a timely fashion to the United Way all necessary information for the budgeting process, including but not limited to; annual budget proposal, service statistics, yearly audit or financial reports, supplemental fund raising plans, and current board list.
- D. Provide services on a non-discriminatory basis.

- E. Cooperate with United Way of Van Wert County in furnishing any data or pictures, not covered by confidentiality, to use for public relations activities.
- F. Cooperate to the fullest extent possible in the annual fundraising campaign activities of the United Way of Van Wert County. Participation will include, but not be limited to: participation in the kickoff, campaign pacesetter activities, company campaign week(s), solicitation, and presentations.
- G. Utilize all opportunities to inform the public of the mutual values of United Way of Van Wert County relationships to the community and to make known that the agency is a recipient of community support through United Way.
- H. Make no solicitation for capital funds without prior knowledge of the United Way Executive Board as to the purpose and date of such campaign. Capital campaigns are prohibited from September 1 through October 31.
- I. Notification within 30 calendar days of personnel changes that directly oversee the fiscal distribution of United Way of Van Wert County funds and/or other material changes affecting the agency.
- J. In compliance with the USA PATRIOT ACT and other counterterrorism laws, the United Way of Van Wert County requires that each agency certify the following:

The signing of this Agency Agreement by representatives of the grantee certifies that all United Way of Van Wert County funds and donations will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes, and executive orders.

Please print and sign the Agency Agreement form on next page.

After you, sign the Agency Agreement form:

- scan and send to UWVWCO by email, along with your application
 - unitedway109@gmail.com
- mailed to
 - United Way of Van Wert Co. 136 E Main St., Van Wert, OH 45891
- Deliver to the UWVWCO office

United Way of Van Wert County: 201**9-20** Agency Agreement

By signing below, the agency director and officers of the board:

1. Agree to this application for funding for the campaign year 2019 which runs from
 - a. July 1, 2019 – June 30, 2020
2. Agree the application provides accurate statements.
3. Have read, fully understood, and accepted The Admissions Guidelines, Fundraising Policy, Agency Agreement and Appeals Process.

Agency Name: _____ Date: _____

Agency Board Officer: _____

Agency Executive Director: _____

United Way of Van Wert County, Inc. Date: _____

United Way Board Officer: _____

United Way Executive Director: _____