

Number and Demographics of People Served

Agency Name: _____

Program: _____

Please fill out this form for each program you are requesting to be funded

Area Served	Unduplicated Clients	Units of Service
Van Wert City		
Convoy		
Delphos		
Middle Point		
Ohio City		
Scott		
Venedocia		
Willshire		
Wren		
Other		
TOTAL		

Define your unit of service:

Total number of clients served: _____

Average cost per client: _____

Age ranges served

0-18 %

19-30 %

31-40 %

41-50 %

51-60 %

61 & Over %

Gender breakdown

Male %

Female %

Income level

Under \$20k %

\$20k - \$30k %

\$30k - \$40k %

40k & up %

United Way of Van Wert County, Inc.
2019-2020
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 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. 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 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 Committee 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 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 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 following Agency Agreement form.

After you sign the form, it can be

- **scanned and sent back to us by email along with your application,**
- **mailed to us,**
- **or dropped off at the United Way office.**

United Way of Van Wert County, Inc.
2019 – 2020
Agency Agreement

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

- I. Agree to this application for funding for the campaign year 2019 which runs from July 1, 2019 – June 30, 2020
- II. Agree the application provides accurate statements.
- III. Have read, fully understood, and accepted Agency Agreement.

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: _____