United Way of Van Wert County
136 E. Main St. / Van Wert, OH / 45891
419.238.6689 / director@uwvwco.org

2023 Agency Application Checklist

In order to receive United Way funding you must provide the following to the United Way of Van Wert County by Thursday, March 30, 2023

1. **2023 Request for funding (one for each program request) which includes**

☐ Application for Program Funding
☐ Number & Demographic of People Served
☐ Budget Form
☐ Board Member Roster
☐ Fundraising Information
☐ Program Success Story (one specific example of service(s) provided, written by a client served)
☐ Signed 2023-2024 Agency Agreement

2. **ADDITIONAL information needed includes:**

☐ Balance Sheet as of February 28, 2023
☐ Profit & Loss statement for fiscal year 2022
☐ 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 2022 board meeting minutes*

United Way of Van Wert County: 20**23** Application for Program

Funding *Part 1: Basic Information*

Agency:

Contact Person:

Mailing Address:

Physical Address: *(if different)*

Phone Number:

Fax:

E-mail for agency contact:

Website:

Name of Program:

2023 Funding Categories

Please select one or two of the funding categories listed below. In addition, fill in the percentage of funding with a brief description on how it will be distributed.

☐ **Category 1: Basic Needs** %

Brief Description

☐ **Category 2: Education** %

Brief Description

☐ **Category 3: Health** %

Brief Description

☐ **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? Select

Allocations awarded to your program in 2022 (if applicable)

Amount requesting for 2023:

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?

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? Select

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? Select

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

What year were your by-laws last reviewed? Select

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

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

Part 3: Agency Participation in United Way campaign

Has your agency participated in the United Way Campaign? Select

Do you use traditional pledge cards or Classy Online? Select

What was your previous company campaign total?

What campaign goal do you have for the next campaign?

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

Who is your contact for the A&R committee presentation? Name & Phone:

Would your agency:

- ☐ Purchase tickets for our fundraising events
- ☐ Sell tickets to our fundraising events
- ☐ Provide donations for our events
- ☐ Share our social media posts regularly
- ☐ 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

Area Served	Unduplicated Clients	Units of Service
Van Wert City		
Convoy		
Delphos		
Middle Point		
Ohio City		
Scott		
Venedocia		
Willshire		
Wren		
Other		
	0	0

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: 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		
	2022 Actual	2023 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	$ 0	$ 0
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	$ 0	$ 0
Excess (Deficit) of total support & revenue over expenses	$ 0	$ 0

Board Member Roster

Board President

Name
Address
Email
Phone

Board Treasurer

Name
Address
Email
Phone

Trustees

Name	**Phone**
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Fundraising Activities

List fundraisers you have planned between now and June 30, 2024

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:

Do you require any assistance from the United Way for your Fundraiser to be a success? If so, in what ways?

2022 Program Success Story

Agency Name:

Provide an example of how this program has helped you. 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: 2023 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 & CAMPAIGN, (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: 2023 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 committees 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 organizations 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: 2023-24 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 campaign kickoff, 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. 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.

I. 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 incompliance 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
  - director@uwvwco.org
- 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: 20**23-24** Agency Agreement

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

1. Agree to this application for funding for the campaign year 2023-24 which runs from
    a. July 1, 2023 – June 30, 2024
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: _____