

United Way of Hardin County

2024 Funding Application

General Instructions

Agencies seeking funding from United Way of Hardin County must meet all five of the following criteria.

Basic Criteria for funding:

Must have and maintain incorporated, not for profit 501(c)3 status or have status as a public, tax-exempt governmental entity. In addition, the agency must be following the charitable regulations of the State of Ohio.

- 1. Must provide a valid human service, addressing a genuine need within Hardin County, providing such services on a non-discriminatory basis.***
- 2. Must maintain an active, rotating, board of directors. Board members' membership is voluntary. The board must meet on a regular basis, (at least four times a year). The Board manages and oversees the agency's goals and objectives, using appropriate policies and procedures. The agency's percentage of administrative expenses may not exceed over 25% of its total budget.***
- 3. Must have a visible presence in the community. National organizations must have an active and locally governed chapter in Hardin County, and all donated funds to national or state organizations must show proof that these funds were used within Hardin County.***
- 4. Must have the capacity, and willingness, to publicly promote the United Way in the community.***

APPLICATION SUBMISSION REQUIREMENTS

Apply by October 5th, 2023, by submitting this application with all required documentation. If sent by mail all materials must be postmarked by Oct. 5th, 2023.

Included with your application:

1. Agency Worksheet
2. Request for Program Funding
3. Agency Overview Sheet
4. Program Summary
5. Memorandum of Agreement
6. Most recent year-end Financial Statements
7. A copy of your IRS non-profit Status
8. Pages 1 - 12 of the most recent 990 or all of the 990-EZ, copy of charitable registration from Ohio Attorney General.
9. A List of the current board members and officers with terms of office. Including what percentage of your board members financially contributed to your organization last fiscal year. Acknowledgement that you have had at least 50 percent attendance at each board meeting during the last 12 months.
10. A list of 2024 board meeting dates.

	Budget based on Fiscal Year _____ - _____	Actual 2023	Budget 2024
1	Funding from United Way of Hardin County		
2	Contributions		
3	Special Events/Fundraising-net		
4	Legacies and Bequest		
5	Contributed by Associated Organizations		
6	Funding from other United Ways		
7	Fees and Grants from Government Agencies		
8	Membership Dues		
9	Fees for Service		
10	Sales of Product		
11	Investment Income		
12	Other		
13	Other		
14	Total Income		
	EXPENSES		
15	Salaries		
16	Employee Benefits		
17	Payroll Taxes (FCIA) only		
18	Professional Fees		
19	Supplies		
20	Telephone and Internet		
21	Postage and Shipping		
22	Occupancy (rent)		
23	Rental and Maintenance of Equipment		
24	Printing and Publication		
25	Travel		
26	Conference, Conventions & Meetings		
27	Specific Assistance to Individuals		
28	Membership Dues		
29	Insurance		
30	Payment to Affiliate Organizations		
31	Board designated for specific future years		
32	Other ()		
	TOTAL EXPENSES		

* Interviews will be set up by members of the Community Investment Committee. Interviews will be held at each agency's office. If there is not a physical office, then they will be held at the United Way Office. The agency director and at least one board member must be present at the interview.

United Way of Hardin County
Annual Request for Program Funding 2024

Agency Executive Director or Contact Person

Mailing Address Physical address (if different)

Phone e-mail Agency's website

EIN _____

FUNDING REQUEST SUMMARY

Part A: Program Budget Breakdown

Program/Agency Name	Amount Requested
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____

Total Request: \$ _____

Mission Statement of Organization:

AGENCY OVERVIEW

1. **Program Overview**

2. **What is the current number of members on your Board?** _____

3. **Number of meetings per year?** _____

4. **Rotation policy for Board members?** _____.

5. **What percent of the annual budget does the agency ideally keep in reserve funds?** _____

6. **What is the current reserve balance? \$ _____** If this is significantly above or below the ideal, does the agency have plans to address this?

7. **What, if any, restrictions are on the funds held in reserve?**

8. **List the agency's supplemental fundraising activities:**

Name of Activity or Event	Most recent date held	Net Results	Next date for this event	Number of Years Held

Comments:

United Way of Hardin County
2024 Funding Application

PROGRAM SUMMARY (Complete one per program)

Agency Name: _____

Program Name: _____

Funding request for this program: _____

1. Describe the program in which funds from United Way will be used. Please use a separate sheet of paper if necessary.

2. Have there been any significant changes to this program since last year? Please use a separate sheet of paper if necessary.

3. How is this program evaluated for effectiveness? Please use a separate sheet of paper if necessary.

4. Please detail 2022 Program Outcomes and Accomplishments:

5. Please detail at least three 2023 Program goals and objectives (these goals must be measurable).

6. Unduplicated number of individuals served by this program in 2023 the total is _____

Ada		Forest	
Alger		Kenton	
Belle Center		McGuffey	
Dola		Mt. Victory	
Dunkirk		Ridgeway	
		Roundhead	

7. What is your 3–5-year plan for this program?

8. What would \$100 from a United Way donor fund or support?

9. What would \$500 from a United Way donor fund or support?

10. What would \$1,000 from a United Way donor fund or support?

COUNTERTERRORISM COMPLIANCE

In compliance with the spirit and intent of the USA PATRIOT Act and other counterterrorism laws, the United Way of Hardin County requests that each funded agency ("Organization") certify that it follows United Way of America's compliance program.

ORGANIZATION NAME: _____

Check the Appropriate Box to Indicate Your Compliance with Each of the Following:	Comply	Do Not Comply
This Organization is not on any federal terrorism "watch lists," including the list in Executive Order 13224, the master list of specially designated nationals and blocked persons maintained by the Treasury Department, and the list of Foreign Terrorist Organizations maintained by the State Department.	<input type="checkbox"/>	<input type="checkbox"/>
This Organization does not, will not and has not knowingly provided financial, technical, in-kind or other material support or resources* to any individual or entity that is a terrorist or terrorist organization, or that supports or funds terrorism.	<input type="checkbox"/>	<input type="checkbox"/>
This Organization does not, will not and has not knowingly provided or collected funds or provided material support or resources with the intention that such funds or material support or resources be used to carry out acts of terrorism.	<input type="checkbox"/>	<input type="checkbox"/>
This Organization does not, will not and has not knowingly provided financial or material support or resources to any entity that has knowingly concealed the source of funds used to carry out terrorism or to support Foreign Terrorist Organizations.	<input type="checkbox"/>	<input type="checkbox"/>
This Organization does not re-grant to organizations, individuals, programs and/or projects outside of the United States of America without compliance with IRS guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
This Organization takes reasonable, affirmative steps to ensure that any funds or resources distributed or processed do not fund terrorism or terrorist organizations.	<input type="checkbox"/>	<input type="checkbox"/>

<p>This Organization takes reasonable steps to certify against fraud with respect to the provision of financial, technical, in-kind or other material support or resources to terrorists and terrorist organizations.</p>	<input type="checkbox"/>	<input type="checkbox"/>

* In this form, "material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.

I certify on behalf of the Organization listed above that the foregoing is true.

Print Name: _____

Title: _____

Signature: _____

Date: _____

Adapted 9 June 2005

Memorandum of Agreement Between the United Way of Hardin County and Partner Agencies

1. General Statement of Purpose

The United Way of Hardin County, Inc. (hereafter called United Way or UWHC (United Way of Hardin County)) and its Partner agencies have a common purpose and objective: to provide a broad range of services designed to meet the human service needs of people in the Hardin County community; and to assure substantial public awareness of and volunteer involvement in both the United Way's efforts and those of its Partner agencies.

To achieve these ends, the United Way and its Partner agencies shall:

- A. Assess, on a continuing basis, the need for human service programs; to seek solutions to human problems; to assist in the development of new or the expansion and modification of existing human services programs; to promote preventative activities, and foster cooperation among local, state and national agencies serving the community.
- B. Develop to the extent possible the financial resources, governmental and voluntary, necessary to meet the human service needs of the community and reduce the number of requests for financial support for services.
- C. Foster community support and commitment for the entire United Way enterprise and the work of the Partner Agencies through a systematic communications program to speak and listen to the community.
- D. Manage operations effectively, efficiently and responsibly.

2. Eligibility Standards for Agencies

United Way shall utilize the following criteria to determine eligibility of organizations for United Way support. These criteria shall be consistently met by each Partner agency. Evidence to that effect shall be provided to the United Way in written form including program community impact outcome, and financial statements.

These criteria are:

- A. The agency must serve the people of Hardin County. The agency must be an incorporated, not-for-profit organization, possessing tax-exempt status under section 501 © (3) or other applicable tax-exempt status of the Internal Revenue Service.
- B. The agency shall provide health, education or financial stability services.
- C. The Partner Agency must not discriminate based on race, religion, gender, age, disability or national origin in its staffing policies, volunteer use, or provision of services.
- D. The agency must demonstrate the ability to manage both its programs and its finances, by submitting full and complete mid-year and year end reports,
- E. Any changes in program funding must be approved in writing by UWHC before implementation. If the funded agency breaches the Memorandum of Agreement or if a

project jeopardizes the United Way legal or tax status, UWHC may withhold, withdraw, or demand immediate return of grant funds.

- F. To maintain an active rotating board of directors, board members membership, preferably be as volunteers, though, not an agency requirement. The board should meet regularly at least 4 times a year to oversee and manage the agency's goals through appropriate policies and procedures.
- G. To have a Constitution, By-laws, and governing documents that define the authority and responsibilities of the governing body and include provisions for term limits and for turnover in board membership.

3. Additional Responsibilities of Partner Agencies

Each Partner agency shall meet the following additional responsibilities:

- A. Support and assist in the annual fundraising campaign of UWHC through financial support, volunteer involvement, (including availability of staff and or clients for speaking engagements).
- B. Engage in a continuing effort to make the community aware of the services the agency provides and of its Partnership in the United Way emphasizing the agency's objectives, services and accomplishments.
- C. Promote its United Way affiliation through public relation activities that may be published or broadcasted through the local media and on social media.
- D. Display the United Way logo on stationery; public fliers, in photo opportunities; in advertisements; signage; and at all public functions.
- E. Submit an annual audit to UWHC. Organizations with operating budgets of \$100,000 or less with no prior audit requirements may submit a copy of their annual tax return (Form 990) in lieu of an audited financial statement.
- F. Provide open disclosure of all information and materials as specified by the UWHC Community Investment Committee.
- G. Cooperate with the United Way Community Investment Committee in their evaluations.
- H. Inform the United Way of any significant changes in program or staffing which relate to United Way support.
- I. Support and assist the United Way's annual fund-raising campaign by providing information and materials for publicity purposes and to encourage agency personnel and volunteers to participate in campaign activities.
- J. Participate in United Way activities and events, and provide necessary documents as requested:
 - a. Completion of the agency annual report and funding application.
Report shall include detailed program expenses, program activities and accomplishments.
 - b. Participation in the allocation interviews. This date will be determined after submission of all applications.
 - c. Attending the annual meeting held in March, announcing yearly allocations.
 - d. Partner agencies will provide UWHC with a mid-year report.
 - e. Assist UWHC with campaign promotions and fundraisers such as raffle ticket sales, i.e.: annual football drop event, basket auctions or any type of fundraising.

- f. Attend kick off meeting to be scheduled in August or September.
- g. Hardin County Fair booth participation and provision of agency information, i.e.: materials for distribution, flyer, booth involvement.
- h. Provide news releases for United Way's public information activities.
- i. UWHC does not insist but strongly suggests the partner agency attend the interagency meetings, held the first Tuesday of month, 11:00 a.m., conducted at the Hardin County Chamber and Business Alliance meeting room, 225 S. Detroit St., Kenton. Or by ZOOM with link provided.

4. Agency Fund Raising Policy

Through its unified, annual campaign drive, the United Way provides an effective and efficient way for the local community to support many agencies providing human service needs. However, the United Way cannot be the sole source of financial support for any Partner agency. Agencies have available a variety of other resources, including governmental aid, fees for services rendered, Partnership dues, endowment income, special purpose gifts and donations from civic organizations. Agencies should constantly look to these additional revenue sources for support of special requests or programs.

- A. The United Way campaign concept requires that no local fund-raising activities take place during the initial United Way campaign. This period runs from September 1 through September 30. This period is known as the "black-out period" and NO solicitation of ANY type can take place during this period by any United Way Partner agency.
- B. If a member agency is found to conduct a supplemental fund-raising activity during the United Way campaign period, the following sanctions can be imposed:
 - a. The United Way distribution for the current year or the subsequent year may be limited or denied.
 - b. In the case of repeated violations, the agency may be denied future funding by the United Way and may be removed as a member agency.
 - c. Before any new fund-raising activities and/or partnership drives begin, a written outline of the activity should be presented to the United Way and presented at the corresponding interagency meeting.

5. Responsibilities of the United Way

United Way recognizes the following duties and responsibilities to its Partner agencies:

- A. To conduct an annual county-wide funding campaign to meet the county's needs, considering the financial needs of each Partner Agency, the economic climate of the county, and the best interests of its donors.
- B. Provide the inquiring agency with a Request for Proposal (RFP) for consideration of program funding. Once submitted to UWHC, the Community Investment Committee will review all submissions and make recommendations for approval to the UWHC board of directors.
- C. Determine and prioritize United Way funding for the needs and purposes of the Partner Agencies, considering their individual fund-raising capabilities and other pertinent

considerations. The United Way will prioritize its funding by considering agencies' causes who have a goal pertaining to the reduction of human suffering and misery as opposed to agencies that have an educational or recreational goal.

- D. Respect the Partner Agency's rights to determine their own policies and programs within the community.
- E. Act responsibly as steward of the funds contributed to the United Way, fully informing the public and its agencies of funding decisions and use of funds.
- F. Submit UWHC financial records for an annual audit by a qualified financial advisor.
- G. Establish funding levels and campaign goals through the United Way Board of Directors.
- H. Funding to the Partner Agency will be distributed quarterly. The goal of UWHC is to grant 75% of campaign funds collected each fiscal year.

6. Termination

Failure to comply with the provisions of this agreement may result in termination. Termination shall be accomplished through a vote of the UWHC Board of Directors, and thirty (30) days written notice will be given to the Partner Agency detailing reasons for termination. An agency may appeal its termination to the United Way's Executive Committee, who then shall submit their recommendation to the UWHC Board of Directors for a final decision.

A Partner Agency may terminate this agreement at any time by giving written notice to UWHC. United Way of Hardin County reserves the right to discuss an agency's decision to terminate this agreement with the agency's Executive Committee.

7. Anti -Terrorism Compliance Measures

In compliance with the USA PATRIOT Act and other counterterrorism laws, the UWHC requires that each agency certify the following: The signing of this membership 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.

This Memorandum Agreement is made and entered _____ (Date) by and between the United Way of Hardin County, Inc. and _____

Partner Agency Representative Signature

UWHC Representative Signature

Agency Representative's Printed Name

UWHC Representative's Printed Name

Title

Title

Agency Board President Signature

UWHC Board President Signature

Agency Board President's Printed Name

UWHC Board President's Printed Name

United Way of Hardin County Board of Directors approval _____(Date)

Agency Address: _____

Contact Name: _____

Email Address: _____

Telephone: _____