

## ***UNITED WAY OF LEA COUNTY***

### ***FUNDING REQUEST POLICIES***

To fulfill its mission, United Way of Lea County maintains an "Open Door" policy.

#### **Overview of the Application Process**

Prior to its annual fund raising campaign, the United Way shall publicly invite non-member, non-profit, 501 (c) 3 health and human service agencies to apply for admission at allocations to receive support from the United Way.

The United Way will receive, evaluate and act on all applications for admission to allocations. The final decision on admission will reside solely with the Board of Directors of the United Way of Lea County.

Applications will be processed as outlined in Appendix A. The United Way Staff and the Executive Committee will have primary responsibility for carrying out the admissions process. Every effort will be made to keep applicants and/or prospective applicants informed as to the status of the application. The packet of materials contained in Appendix A, as well as a copy of the Agency Agreement, will be provided to each applicant.

#### **Designation of Agency**

When an agency is found eligible for admission, the Executive Committee and the Board of Directors must determine and specify under which of the following scenarios the agency is to be admitted into the allocation process:

1. **Continuing Agency** - Continuing agencies are required to abide by all United Way rules, regulations, & policies. They are required to participate in all United Way fund-raising activities as needed.
2. **Grant Agency** - Those admitted under this option may be seen as in a testing or preliminary status prior to their admission as a Continuing agency or as a one-time funding request. No agency will be admitted as a participant in this status for more than one consecutive year.

A Grant Agency desiring further United Way funding beyond the one-year limit must so indicate to the United Way, no later than *February 28th, after the year as a Grant Agency*, their desire to be considered for Continuing Agency status. The United Way Executive Committee may deny the request or it may direct the United Way staff and one or more volunteers to conduct a detailed study of such a program or agency and to report to The Executive Committee prior to the April or May meeting. The report of this study will comment on the program or agency's effectiveness in meeting its service goals, the practicality of the service program becoming a Continuing agency, the soundness of its administration, compliance and cooperation with United Way financial reporting and other

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administrative requirements, future outlook for the program or agency and any other matters deemed relevant. It will then make a recommendation based on the findings to the United Way Executive Committee. On the basis of this report and, if needed, an agency hearing, the United Way Executive Committee may admit the agency to Continuing Agency status or exercise other options under these policies if it is felt that it contributes to the purposes of the corporation.

All agencies must apply annually for admission as a participant in the United Way campaign and allocations process.

## **APPENDIX A**

### **ADMISSIONS APPLICATIONS**

#### **GENERAL POLICIES**

##### **GOVERNING ADMISSION OF AGENCIES**

1. Basic Qualifications  
United Way of Lea County maintains an "Open Door" policy for any non-profit 501 (c)(3) health, welfare or youth guidance organization that can meet its minimum standards for admission.
  
2. Responsibilities of Member Agency to United Way and Community  
Every member agency in the United Way of Lea County and every new agency admitted into membership have the following responsibilities to the community and to the United Way:
  - a. to serve a useful and non-duplicate purpose in the areas of health, welfare and youth guidance. This requires periodic evaluation of the agency's services in the light of changing community needs.
  - b. to operate economically through the use of sound financial practices, procedures and adequate budgetary controls. These are management responsibilities of the Governing Body of each agency.
  - c. to abide by the terms of the current United Way Agency Agreement and to use any forms designated by the United Way for Agency reporting.
  
3. Responsibility of Continuing Agency to United Way of Lea County  
A Continuing agency should cooperate with and give support to the United Way of Lea County organization and campaign, making available its campaign records, volunteer and professional leadership and such other services as may be helpful in assuring the success of the United Way of Lea County campaign.

## **APPENDIX A** (Continued) APPLICATIONS FOR MEMBERSHIP

### **GENERAL GUIDELINES FOR THE ADMISSION OF AGENCIES**

The Executive Committee shall consider the following general criteria in recommending an agency for admission to allocations of the United Way of Lea County:

The applicant shall:

- a. Be a bona fide non-profit organization in existence at least one year.
- b. Have a functioning board of volunteer directors with final authority on policy matters.
- c. Fulfill a need in Lea County.
- d. Not unnecessarily duplicate services provided by present Continuing agencies of the United Way of Lea County.
- e. Present a copy of its 501 (c)(3) determination letter, a copy of the most recent report to the Corporation Commission of the State of New Mexico and/or Internal Revenue Service form 990, and an operating budget and balance sheet for the most recent year.
- f. Be willing to join the United Way of Lea County as a Continuing or Grant agency and abide by the United Way of Lea County Agency Agreement, including policy on supplemental campaigns.
- g. Be willing to appear before an Allocation Committee, and provide financial and program information on an annual basis as required. The Allocation Committee consists of volunteer citizen representatives from Lea County who meet, as deemed by the United Way Executive Board, during the year to hear the requests for funding from each requesting agency. This group, which represents as broad a spectrum of Lea County society as possible, deliberates on the requests and determines collectively what the final allocation recommendation will be for each agency. This recommendation is then presented to the United Way of Lea County Board of Directors for final approval or any further action deemed necessary by that body.

Failure of an agency to conform to any of these criteria after admission as a Continuing Agency or Grant Agency may be a basis for the Executive Committee to make a recommendation to the United Way of Lea County Board of Directors for agency dismissal.

## APPENDIX A (Continued)

### APPLICATIONS FOR MEMBERSHIP PROCEDURES FOR PROCESSING APPLICATIONS FOR ADMISSION TO ALLOCATIONS FROM THE UNITED WAY CAMPAIGN

1. Applicant organization initiates request for conference by letter, telephone, or visit.
2. United Way staff and representatives of applicant organization confer and discuss:
  - a. Eligibility requirements for funding to determine organization's eligibility
  - b. Criteria for funding from allocations
  - c. Forms and specific information required of eligible applicants
3. United Way staff provides pertinent materials and forms. The United Way staff will provide the Agency Agreement and instructions with emphasis on deadline for filing and important dates in processing applications.
4. Applicant organization completes application forms and submits completed forms to United Way by *August 1st*.
5. United Way staff checks applications to assure completeness, and notifies applicants of omissions or necessary additions.
6. Applicants provide United Way with additional information when necessary to complete application.
7. United Way staff makes preliminary review of applications as to suitability for consideration.
8. Completed applications are transmitted to the Executive Committee.

## APPENDIX A (Continued)

### APPLICATIONS FOR ADMISSION TO ALLOCATIONS

9. The Executive Committee assesses program operations or proposed activities of applicant as to current need, adequacy of proposal to meet need, and capacity of applicant to accomplish purposes as set forth in the proposal. The Executive Committee will apply guidelines for agency review and may refer to, or confer with, other United Way committees or staff.
10. If needed, the Executive Committee holds a hearing with representatives of the applicant agency. The applicant's proposal is reviewed in detail at this time and the applicant provides any needed materials or definitions as requested.
11. The Executive Board reviews application materials and takes action.
13. Formal notification of action taken by United Way is made to applicant by *September 1<sup>st</sup>*.

## APPLICATION TO UNITED WAY

ANSWER ALL QUESTIONS. IF NOT APPLICABLE, STRIKE OUT.  
LEAVE NO SPACE BLANK

1. Legal Name of Applicant Organization:

P.O. Box:                      Street Address:

City:                              State:                              Phone:

2. Names and Addresses of Officers and Board Members of Organization: (State whether elected or appointed. If more space is needed attach a sheet.)

OFFICE	NAME	ADDRESS
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a.

b.

c.

d.

3. Name(s), Address, and Telephone of Person(s) Representing Applicant Organization:

NAME	ADDRESS	PHONE
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4. Name and Brief Description of Project of Proposal:

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5. Applicant Operating Budget: \$

Amount of United Way Request: \$

6. Brief narrative history of applicant organization and how proposal developed, its purpose,

and relation to organization's other activities, if any.  
( THIS SPACE ONLY )

7. Brief description of current program(s), covering who is served, what services are provided, where, etc. Provide program or service statistics for most recent year or month. If not available, explain.

( THIS SPACE ONLY )

8. Date of Articles of Incorporation:

State of Incorporation:

9. Is organization tax exempt? Yes \_\_\_\_\_ No

If exempt, provide documentation. Request is not valid without this data.

10. Provide:

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- a. Two copies of current bylaws. Date of Adoption:
  - b. Two copies of most recent audit. If not available explain.
  - c. Two copies of most recent operating statement showing source of annual income, and annual program disbursements. (If not available, explain.)
11. Supply budget form showing source of income and proposed expenditures.

TODAY'S DATE:

SIGNATURES:

President:

Staff Executive:

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Forms must be submitted by August 1.

Executive Committee reviews application.

Agency is notified of status by September 1.