

**AGENCY ADMISSION GUIDELINES  
FOR  
UNITED WAY OF FREEBORN COUNTY, INC**

Listed below are ten criteria used by the United Way of Freeborn County to determine funding eligibility of non-profit agencies. These guidelines are broadly stated and are not intended to be all-inclusive. Each criterion is followed by a brief explanation, which describes issues and implications surrounding implementation.

1. **BE INCORPORATED, NOT-FOR-PROFIT, AND IRS TAX EXEMPT**  
Explanation: Agencies or Social Service programs receiving United Way dollars must be not-for-profit organizations, city or county sponsored programs that are declared tax exempt by the Internal Revenue Service (IRS) or have a 501©(3) designation. The United Way has the responsibility to verify that the recipient organization has been ruled tax exempt by the IRS. Evidence of compliance with state charitable regulations should be provided where applicable. A copy of the agency's by-laws should also be provided to the United Way
  
2. **OFFERS HUMAN SERVICE PROGRAMS**  
Explanation: The United Way of America Service Identification System (UWASIS II) defines various human services and programs that may qualify for funding. United Way funded agencies should meet the tests of accessibility (e.g. location of the facility) and availability (e.g. frequency and times of operation). The United Way of Freeborn County Board of Directors will determine the type of community service program eligibility for funding. A community needs assessment or gap analysis will be provided periodically to help identify community needs.
  
3. **PROVIDES COMMUNITY SERVICE BASED ON DOCUMENTED NEED(S)**  
Explanation: The agency/program should address identifiable Freeborn County needs. Services should be clearly defined and their impact documented. They should be offered to a target population or geographic locale not presently serviced by existing programs.
  
4. **NON-DISCRIMINATORY**  
The agency certifies that it will not, during the term of this agreement, discriminate based on any factors that unlawfully relate to race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientations, or age.

State and Federal discrimination laws do not necessarily apply to all agencies that receive funding from United Way. The agency agrees that it will not discriminate based on race, color, creed, religion, disability, national origin, marital status, sexual orientation, or sex against a recipient of any program or service, which is funded (in whole or in part) pursuant to this agreement, in a way which would be unlawful under Minnesota law for a "place of public accommodation".

5. HAS SOUND FINANCIAL AND PROGRAM MANAGEMENT

Explanation: The agency must demonstrate the ability to manage the finances of the programs/services in accordance with federal accepted accounting principles. The organization shall provide a copy of its annual audit.

6. FINANCIAL ACCOUNTABILITY

The Agency shall maintain such books and records as may be necessary to produce desired information on finances and services. The Agency shall also give free access to said books and records for examination by authorized representatives of the United Way. The Agency shall further supply the United Way with an accounting of all income and expenses for every campaign fund when the allocation report is due.

7. AGREES TO INFORM AND SEEK APPROVAL FROM THE UNITED WAY FOR ALL SIGNIFICANT PROGRAM/STAFF EXPANSION OR REDUCTION

Explanation: The United Way will not be expected to assume financial responsibility for any program expansion or discontinuation of the agency's operations.

8. SOLICITATION ACTIVITY

The Agency agrees that it will not solicit for current operating funds during the time the United Way is engaged in their general campaign drive from Sept. 1 to November 15<sup>th</sup>. It is the agencies responsibility to inform the board, in writing, of any state or national Campaign during that campaign drive time period.

9. AGREES TO SUPPORT AND COOPERATE WITH THE UNITED WAY IN THE FOLLOWING AREAS

Explanation: The Agency will cooperate with and give support to the United Way organization and joint-concurrent campaign, making available volunteer and professional leadership, lists of its contributors and workers and such other services as may be helpful to assure success of the United Way. Examples may include:

- Submit articles or letters from clients when requested
- Participate in all established and proposed activities i.e. Week of Caring, Freeborn County Cares, Week of Thanks, Victory Celebration etc
- Use "United Way funded agency" working in all published agency articles pertaining to funded programs
- Submit names for the speaker's bureau when requested

10. FUNDING – ELIGIBILITY

Eligibility does not necessarily result in United Way funding. The Freeborn County United Way may require additional information from agencies such as available dollars, the urgency of existing needs, and other key variables, which are needed to determine a funding decision.