

Application for 2012 funding
Deadline: Friday, April 1, 2011 4:00pm

Finney County
 United Way



Checklist

- **One (1)** application with original signatures (Items 1-13)
 - Include items 14-17 only if you are **NOT** a current partner agency.
- **Twenty (20)** copies of items 1-9.
 - Staple together in order as listed.
 - Please copy front to back if possible and staple.

1.	One page cover letter stating how FCUW funds were used in 2010 to achieve results. (if applicable)
2.	Checklist
3.	Pages 2-7 of Application
4.	Attachment A --Financial Pages including Reserves tables
5.	Attachment B --Signed Counterterrorism Compliance form
6.	Attachment C --Activity Log of volunteer hours
7.	Copy of the minutes from your annual meeting and most recent Board meeting
8.	Copy of the list of Current Board of Directors, officers and term of office per item B5 of Criteria for funding. Please include rotation procedure and how often you meet.
9.	Copy of Balance sheet and income statement (most recent)
Include items 10-13 with the original, but NOT the 20 copies.	
10.	Signed Criteria for United Way funding in Finney County
11.	Copy of Tax Form 990 most recent. Please check this box if not required by your agency. <input type="checkbox"/>
12.	Copy of Annual Report for office file. Please check this box if not required by your agency. <input type="checkbox"/>
13.	Copy of Annual audit for office file. Please check this box if not required by your agency. <input type="checkbox"/>
Include items 14-17 only if you are NOT a current partner agency.	
14.	IRS tax determination letter (i.e. 501(c)(3))
15.	Bylaws/Charter
16.	Equal Opportunity Employer (EOE) statement
17.	Articles of incorporation and applicable amendments

Direct questions to:

Phone: 620-275-1425 **E-mail:** fcuwed@gmail.com

Please deliver all materials to:

Finney County United Way • 1511 E. Fulton Terrace • P.O. Box 1268 • Garden City, KS 67846

FCUW Board of Directors reserves the right to request additional information.

The following documents have been created to gather information regarding your agency operations, structure, finances, and programming and will be shared with those participating in our Agency Review process.

This application is for YOUR agency. All information must reflect your presence, programs, numbers served and financials in Finney County not your national or state information.

Administrative

Funding request for 2012	
Funding received for 2011	
Percent Increase/Decrease	

Agency Name:	
Executive Director:	
Physical Address:	
Mailing Address:	
Phone:	Fax:
E-mail:	
Web Address:	
Please check here if you grant permission for us to put your link on our website. <input type="checkbox"/>	
Fiscal Year begin to end	

List number of your agency staff:

Type	# of full-time employees	# of part-time employees
Admin		
Professional		
Support		
Other		
Totals		

Total number of volunteers utilized annually:	
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Signatures should include Agency Executive Director and any other staff or board members directly involved in the Application process.

Signed: _____
Agency President/Executive Director

Signed: _____

Signed:

Overview

State your mission statement:

Name of program(s) that funds will be used for (be specific):

Please explain your reason for your request for funding and how the money will be used.

Do you believe you address needs in any of the following areas?

How would the money you receive from Finney County United Way address needs in the following areas?

- Health
- Education
- Financial Stability

If so, how?

List total number served in Finney County (unduplicated):
(From the yellow box in the numbers table on page 5)

Does your agency have an operating reserve? ____yes ____no
 If yes, balance at the end of most recently completed fiscal year \$ _____
 How many months does the reserve cover? _____ months

Does your agency have an endowment fund? ____yes ____no
 If yes, balance at the end of most recently completed fiscal year \$ _____
 Do you reinvest the interest earned or use the interest? (explain)

United Way Partnership

Did your agency’s staff and/or board members contribute to United Way in 2010 by:

	Yes	No
Contributing monetarily to the United Way fund?		
Volunteering sufficient campaign hours? (Please attach hour log)		

United Way encourages prevention or unnecessary duplication by promoting collaboration and efficiency of operations. Explain how your agency partners with other agencies to improve the condition of a demonstrated need in the area of health, income, and/or education

Programs and Services

Choose the impact area that best describes your agency:

Protecting Children and Strengthening Families	
Fostering Health and Promoting Independence	
Providing basic needs and security	

Please complete the following table:

	Yes	No	Explain
Does your agency charge fees for services in the area that the money you are requesting will be used?			
Do you have a sliding fee scale?			
Does your agency require a license?			By whom?
Has your agency completed a community assessment?			Date:

Total unduplicated cases directly served (USE LOCAL STATISTICS, NOT NATIONAL OR STATE)

	Finney	Other counties	Total
Caucasian			
Hispanic			
African American			
Native American			
Asian			
Other			
Total served			

Program Impact

INPUTS

Describe the resources dedicated to the program.

EXAMPLES: money, staff, staff-time, volunteers, facilities, equipment, etc.

ACTIVITIES & SERVICES

Describe strategies, techniques, and types of treatment that comprise the program's service methodology.

EXAMPLES: sheltering & feeding, training, counseling, etc.

OUTPUTS

Volume of work accomplished. Please list number of unduplicated clients to be reached by county, as well as any other relevant service data.

EXAMPLES: number of classes taught, counseling sessions conducted, educational materials distributed, etc.

PROGRAM OUTCOMES

Explain benefits or changes for individuals or populations during or after participating in program activities.

EXAMPLES: Short-term should reflect new knowledge, attitudes or skills. Long-term should produce meaningful changes in their lives.

INDICATORS

Give specific data tracked to measure progress in achieving outcomes. Each Partner Agency should develop its own, appropriate methods of measuring its program outcomes and collecting data.

EXAMPLES: Data on improvement on housing stability, nutritional status, school performance, job retention, physical or mental health, behavior, etc.

Attachment A

Financial

What percentage of overall expenses are associated with administrative costs? _____%

*Please note that in regard to your financial information the FCUW Board of Directors will focus their attention on the **Financial Information sheets included in this packet**. Therefore, please transfer your information to these pages to the best of your ability to give the board uniform information to review. If you feel that you have additional information to include for clarification, please feel free to do so.

Financial Information—(USE LOCAL NUMBERS, NOT NATIONAL OR STATE)

REVENUES	Previous Fiscal Year	Current Fiscal Year	Next Fiscal Year	% of total budget
United Way Allocation				
Government Funding				
Federal				
State				
County				
City				
Grants list each				
Unrestricted Reserves (complete attachment pg 9)				
Restricted Funds (complete attachment pg 9)				
Foundations				
Program/service fees (List each				
Fund Raising List each				
Other Revenues List				
Total Revenues				

Attachment A (continued)

RESTRICTED FUNDS TABLE

Name of Restricted Fund	Begins	Expires	Source of Fund	Purpose for which restricted

UNRESTRICTED RESERVES TABLE

Name of Reserve	Begins	Expires	

Attachment B

COUNTERTERRORISM COMPLIANCE

In compliance with the spirit and intent of the USA PATRIOT Act and other counterterrorism laws, the United Way of Finney County requests that each funded agency (“Organization”) certify that it is in compliance with the United Way of Finney County and the United Way of America’s (“UWA”) 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 with out 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"/>
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.	<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: _____

Attachment C

Activity Log of hours for Finney County United Way

Agency: _____

2011 Allocation: _____ Hour commitment: _____

Hours to be served from allocation to allocation calendar year.

Note: You must serve **1 hour per \$1000** of allocated funds. Hours must be earned by contacting prospective donors and/or volunteering at Tyson.

Description (i.e. Tyson presentations/Contacting prospective FCUW Donors)	Date	# of Hours	Names of FCUW Members Present	Name of Agency Volunteer(s)
	Total Hrs			

Criteria for United Way funding in Finney County

Adopted 02/22/2011

Definition:

Member Agencies--The Finney County United Way bylaws *Sec. 1 of Article V-Membership States: Agency membership shall be held by any health welfare or public service organization which applies for and is accepted by this organization and which is in accord with the purposes of this organization. All agency members must be approved annually by the Board of directors.* In other words, "member agencies" refers to a partnership between a United Way funded agency and FCUW for a period of one year. It does not, in any way, suggest entitlement to receive funds beyond the current year.

1. Current member agencies may retain status as member agencies as long as they meet the criteria and conditions of membership.
2. There will be annual competition for our limited funds between programs with demonstrable results.

Finney County United Way (FCUW) must take into account a number of factors in considering the conferring of agency status. Paramount among these would be the factors of community need, standards of performance of the agency, stage of readiness for the community to accept certain agencies for federated fundraising, and the capacity of the FCUW to finance the agencies.

Applications will be considered from any incorporated non-profit organization that meet a demonstrated need in the field of health, welfare, and/or community benefit, and to which contributions are deductible under appropriate sections of the Internal Revenue Code. Specific programs not eligible for United Way support are identified at the end of this document.

B. *Responsibility (Emphasis on Organizational Responsibility)*

It is important for the funding organization to make certain that the purposes for which the funds are expended by the funded organization are in furtherance of the funding organization's exempt purposes. Regular monitoring, specific purposes of the grant clarified and a written verification of use of grant funds is warranted.

1. Incorporation, Function and Exemption from Taxation

Legal accountability of the agency must be established by its having been incorporated as a health, welfare or community benefit organization under the non-profit corporation laws, or chartered as a local unit by an organization or incorporated. The agency must be incorporated, non-profit, voluntary, and exempt from Federal income tax.

Contributions to the agency must qualify for an income tax deduction under the Internal Revenue code.

2. Bylaws and Charter

The agency must have a charter and/or bylaws which clearly define the agency's purpose and organization, and the duties, authority and responsibilities of the governing body of the agency.

3. Accounting

The agency must provide FCUW with a copy of each of the following: an annual audit or CPA review, an annual report and the most recent 990 if applicable.

4. Stability and Continuity

The agency must have been organized and operating for a sufficient length of time to demonstrate its stability and likelihood of continuity.

5. Satisfactory Level of Board Control

The organization of the agency must assure effective control by a volunteer board of Directors selected in a satisfactory manner and representative of the community and the people served. It is strongly recommended, but not required that the agency board have rotation procedures for its members. The organization must assure efficient management, effective service, and a reasonable prospect of continuity.

- a. The agency must have a governing or advisory body whose members serve without compensation, and who shall be generally regular in attendance at its meetings and otherwise take an active part in the agency's affairs.
- b. The governing body must have full power to establish operating policy; to employ, supervise and dismiss its employees; to control and be responsible for its auxiliaries and other groups operating in or using the name of the agency; to enter into contracts with FCUW; and to acquire, manage and dispose of real and capital properties obtained in the name of the agency.
- c. The governing body must be so organized as to assure accountability and operating efficiency, and it must meet not less than four times a year. (Minutes of the annual meeting and most recent monthly board meeting provided to FCUW) The governing body must review and approve the annual operating budget of the agency and approve any significant change.
- d. No paid staff member may be allowed to serve as a voting member of the governing body.
- e. The agency shall operate on a nondiscriminatory basis with respect to age, sex, race, religion, national origin and/or disability. This policy shall apply to persons served, to persons employed by the agency and to the membership on its governing body and committees.

Licensing and Insurance

The agency must maintain any required licenses, certifications, permits and insurance.

C. **Efficiency (Emphasis on Management)**

1. The agency must be able to document program need, target population, characteristics, service volume, fee structure, unit cost, accessibility and availability of services, measurability of objectives and mode of service delivery.
2. The agency must provide FCUW with *local* NOT *national* statistics of those served.
3. The agency must have an appropriate system for self-evaluation, and it must be able to show that this system is used on a regular basis.
4. The agency must demonstrate its cooperation with other agencies in planning and coordinating of community services to eliminate duplication and gaps, and by adapting its own services toward a more balanced and effective community program by active participation with appropriate planning and coordinating bodies (e.g. Community Services Council).
5. The agency must demonstrate that alternative funding sources have been appropriately explored.

D. **Effectiveness (Emphasis on Impact Results)**

1. The agency must render a needed service in a manner and in a field of work that justifies inclusion in a broad financial federation. This implies that the service meets a demonstrated need and can be continued without duplicating the efforts of any existing agencies or program in Finney County.
2. The agency must demonstrate that its program has an effective impact upon a board approved focus area as follows: Protecting Children and Strengthening Families, Fostering Health and Promoting Independence, and/or Providing Basic Needs and Security.
3. The service provided by the agency should be consistent with and capable of achieving the agency's goals and objectives and should justify the maintenance of a separate voluntary agency and the level of funding requested.
4. All funds allocated to an agency must be expended in Finney County.

E. Impact on FCUW & Ability to comply with FCUW requirements

1. The agency must:
 - a. Have a demonstrated fund raising ability, or,
 - b. Be of such importance to the community as to have potential fund raising capacity, and thereby add appropriate strength to United Way, or,
 - c. Perform a service that in the opinion of United Way is essential to health, welfare, or community benefit in the community.
2. The agency must agree to establish and maintain sound financial practices as required by FCUW and must provide FCUW and its committee's full access to the agency's financial records and procedures.
3. The agency must agree to function as a member agency with United Way in spirit and purpose. The volunteer leadership and staff must actively participate in the United Way fund drive and adhere to FCUW's policy on fundraising and donor solicitation, i.e. blackout policy if reinstated.
4. All agencies funded will be asked to join with the fundraising efforts of Finney County United Way and will be held accountable. Agencies will be asked to visit businesses during the Blitz and participate in presentations to major businesses. A log of hours will be required. Support of United Way is required in all aspects.

F. Programs not eligible for United Way support

Programs not eligible for direct funding from FCUW include:

- a. programs seeking capital outlay funds;
- b. programs that are primarily political in nature;
- c. programs whose fiscal management capability is severely limited by an agency's indebtedness;
- d. programs that provide a service that is the mandated responsibility of another agency serving the entire community;
- e. programs that provide services limited to the members of a particular religious group, or that exist solely to advocate particular religious beliefs;
- f. any other programs that the United Way Board of Directors deems inappropriate for FCUW's support.

G. Conditions of Membership

1. The organization, (member agency) agrees to cooperate in the broad purposes of the United Way directed toward prevention of unnecessary duplication by promoting collaboration and efficiency of operations and adoption of sound planning.

2. The organization agrees to include the official United Way logo on all promotional materials (i.e. brochures, letterhead, website) for the period in which they are funded.
3. If a funded agency does not comply with the FCUW criteria for funding, the FCUW Board reserves the right to review and modify the allocated funds to such agency.

Agency Executive Director

Date

Agency Board President

Date