

Dear Community Agency,

United Way of Jefferson County is currently accepting applications for 2025 funding. We offer grants focused on making an impact in the areas of Education, Income, and Health, in addition to numerous other opportunities to fill service gaps or impact critical issues.

Deadline to return your application is March 15, 2024 before 11:00PM.

The allocations process is the cornerstone of United Way. It ensures fiscal and program accountability for all agencies receiving United Way funds while meeting the social services needs of our community. In the process, volunteers challenge each agency's effectiveness in providing services, review the need for those services in the region, and analyze the impact of United Way funding in meeting those needs. When reviewing proposals from registered 501(c)(3) agencies, volunteers and United Way staff use the following selection criteria:

- **Location:** Funding is restricted to Jefferson County.
- **Alignment:** Programs must align with our organizational priorities; Education, Income, and Health & Wellness.
- **Impact:** Programming must be effective as reflected by evaluation efforts and outcomes.
- **Clients:** Populations served should encompass people of all backgrounds and abilities. We take special note of the underprivileged, youth, and elderly.

Enclosed in this packet you will find a schedule for the allocation process and detailed criteria each agency must meet before receiving funds.

Applications for funding can be found at [Unitedway-jc.org/Funding](https://unitedway-jc.org/Funding).

We greatly appreciate your dedication and willingness to serve our community. If you have any questions or concerns, please contact the United Way office.

Thank you,



Laura Rauch
Executive Director

Documents to be Uploaded

- Agency Brochure/Flyer (Required)
- Program Brochure/ Flyer 1
- Program Brochure/Flyer 2 (If you have an additional flyer you wish to upload one).
- Agency Budget (Required)
- Agency Program Budget (Required)
- Budget Form Program Staff Salaries (Required)
- 990 (most recent or must include January of 2019) (Required)
- Audit (if required)
- IRS 501 (c) 3 Verification Letter (Required)
- Secretary of State of Ohio Certification (Required)
- Verification of Registration with the Ohio Attorney General’s Office (Required)
- Agency Board Member List. This list should include board member name, position if an officer, phone number, email & mailing address (Required)
- Agency Local Jefferson County Advisory Council, if applicable. The list should include member name, position of an officer, email, phone number & mailing address.
- Agency Fundraising Mailer/Collateral piece in use for 2024 (Required)
- Agency Fundraising Mailer/Collateral piece in use for 2023(Required)
- Agency Fee Schedule (If Applicable)
- Explanation of Plan to Reduce Administrative Costs. Upload only if your costs are above 28%.
- Specific requirements for an individual to receive services if you answered yes to this question in the Agency Eligibility and Assurances Section.
- Letters of commitment of collaborating organizations
- Optional 1 if there are any additional documents that you wish to share
- Optional 2 if there are any additional documents that you wish to share

NOTE: Budget forms. You may upload your own budget forms. However, additional information may be requested. Or you can find UWJC budget template forms on the website funding page.

PROGRAM FUNDING AND APPLICATION GUIDELINES

Program funding from the United Way of Jefferson County is made at the discretion of United Way's Community Panel and is for a one-year period beginning January 1, 2025 and concluding December 31, 2025.

Funding from the United Way of Jefferson County supports programming by agencies that are fighting for the health & wellness, education, and financial stability of residents in Jefferson County and are eligible to receive tax-deductible donations.

Funding will not be provided for:

- Film, video, radio or television projects
- Endowments, vehicle purchase, capital expenses, department reduction or budget deficits
- Political projects
- Religious organizations for religious purposes
- Grants or loans to individuals
- Short-term events such as conferences, festivals, fundraising functions, awards programs
- Travel, tours or bus trips
- Sabbatical leaves, scholarly research, staff development
- Bricks and Mortar Projects

PROGRAM FUNDING AND APPLICATION GUIDELINES

MEMBER AGENCY REQUIREMENTS IN ORDER TO RECEIVE ALLOCATIONS

1. The AGENCY must provide a needed human service - charitable, health-related or a social service - and should **not be a duplication of services**.
2. The AGENCY is required to submit verification of current **501c (3) IRS Tax Exempt Non-profit Status**.
3. The AGENCY is required to submit the most recent **IRS FORM 990**. The following is **NOT ACCEPTABLE** for application purposes: IRS Forms 990 EZ, 990PF, and comparable forms. This is not based on which form an agency files with the IRS each year. If the agency does not file the regular 990, the agency **must still complete at the minimum page 1 and sign it**, and complete pages 9 and page 10, all from the regular IRS **Form 990**. This form can be found on the IRS website at www.irs.gov. This form requirement is for application purposes only and forms will not be filed with the IRS.
4. The AGENCY must be **incorporated and/or authorized to do business in Ohio** as a voluntary, non-profit organization and current in its requirements to register, pay a filing fee, and file the annual financial reports with the Ohio Attorney General's office, **registered and reporting annually with the Ohio Attorney General** as required by Chapters 109 and 1716 of the Ohio Revised Code. Ohio's charitable solicitation statute provides that every charitable organization that intends to solicit contributions in Ohio by any means, shall file a registration statement with the Ohio Attorney

General. Religious organizations are exempt from this requirement. However, if your organization is incorporated in another State but still solicits contributions in Ohio, the agency must still file the necessary paperwork with the Ohio AG's office annually. For further clarification on this issue, please visit the Ohio Attorney General's website at www.ag.state.oh.us.

5. The AGENCY must commit to support the United Way mission and actively participate in **United Way fundraising**.
6. The AGENCY must have a volunteer (**non-compensated**) **Board of Directors** that meets regularly (at least four times per year) and can submit their names, addresses and phone numbers to the United Way.
7. The AGENCY is required to submit a copy of their **most recent certified Audit** from an independent auditor, including a management letter from the auditor. (If applicable – see audit guidelines).
8. The AGENCY must agree to make **no solicitations** and not to actively raise funds within the territory covered by our local United Way campaign during the **“Exclusive/Blackout Period” of September 1st through November 30th** of every year. Exceptions to this policy require prior approval by the United Way Board of Directors and must be requested at the time of application for funding.
9. The AGENCY must include the United Way **logo on all printed materials** and it **must be displayed at all community, special and fundraising events**.
10. The AGENCY must also mention United Way relationship in **all media correspondence**.
11. The AGENCY must agree to comply with all terms of the **United Way of Jefferson County Allocation Acceptance & Agency Agreement**. (A copy is included in this packet for your review).
12. The AGENCY is required, **to serve as a volunteer, to attend and to support** various United Way special events throughout the year, including but not limited to the following: Annual Day of Action & Campaign Kick-off, Annual Recognition Dinner and the Taste of the County.

PROGRAM FUNDING AND APPLICATION GUIDELINES

- Grant must be submitted by March 15, 2024 before 11:00PM.
- No deadline extensions will be granted for the applications.
- The submission of an application **does not in any way** ensure funding.
- All questions must be answered **completely**. If a question does not apply to your agency, please enter N/A on the application. Or skip to the next question if not required.
- Requests for exemptions from the United Way's "Exemption/Blackout" period should be attached with agency applications. If you think you will have fundraising activity of any kind (*even corporate mandated or commonplace for your organization*) and it will take place during SEPTEMBER, OCTOBER or NOVEMBER, **you will need to request exemption for this fundraising activity at the time of budget form submission, because you will not be given another chance to do so.**

ENFORCEMENT AND SANCTIONS OF AGENCY POLICY

1. OVERVIEW

United Way's continued success in voluntary fundraising is based on the concept of conducting an annual community-wide campaign for support of a network of needed services. The campaign works due to the mutual objective of United Way and the member agencies to maximize the dollars available for providing services in our county and the surrounding area. United Way recognizes that because member agencies do not typically have their full financial needs met from United Way through this annual campaign, supplemental fundraising may be necessary. As a matter of principal, fundraising activities must not compete with or jeopardize the integrity of the United Way of Jefferson County and its annual fundraising campaign, from a standpoint of timing or by methods of solicitation.

- A. It is anticipated that member agencies will comply with all conditions stated in the Allocations acceptance agreement (see *United Way of Jefferson County Allocation Acceptance & Agency Agreement* for specific conditions). **Also, any misrepresentation or unethical conduct in conflict with the United Way Code of Ethics (found in the United Way Personnel Policies & Procedures pages 10-19), or any criminal activity against member agencies and/or the United Way and any other violation of said agreement may result in sanctions up to and including loss of allocation and decertification.**
- B. If there is a **violation of the United Way of Jefferson County Allocation Acceptance & Agency Agreement**, the Agency Relations Committee will conduct the following procedures:
1. A hearing will be scheduled **within 30 days** of notification to discuss the infraction.
 2. **Attending** this hearing will be:
 - Agency Relations Committee (consisting of the United Way Board of Director Executive Committee--Board President, Vice President, Treasurer, Secretary, and Executive Director; the Chairperson of the Allocations Committee, and a Board member at-large.)
 - The Agency Director
 - The Program Director
 - The person who prepared the Agency budget
 2. If hearing is declined, **CURRENT YEAR FUNDING TO THE AGENCY WILL BE STOPPED.**
- C. If the infraction is determined (after recommendation by the Agency Relations Committee and approval by the Board of Directors) to be minor in nature, a letter of reprimand will be sent to the Agency Director.
- D. If the infraction is determined to be major in nature (after recommendation by the Agency Relations Committee and approval by the Board of Directors), the following sanctions and process will be applied:
1. A penalty may be levied in the amount of **one month's allocation.**
 3. A second violation within a two-year time period from the effective date of the First violation may cause the agency to be **decertified as a United Way agency.**
 4. Agencies will be notified of the results of the interview **within 10 days** by Certified mail.

FINANCIALS: BUDGET

Instructions to complete UWJC Budget Template Forms Agency and Program

You may upload your own budget forms. However, additional information may be requested.

Public Revenue and Expenses

1. 0000 Allocation from This United Way

2. 4000 Contributions – A contribution received directly from individual donors and organizations; including foundations, corporations and trusts; and not resulting from a federated fund-raising campaign. Also includes sustaining membership drives and United Way Community grants.

3. 4200 Special Events – Reflects support and incidental revenue (such as paid-for advertising in printed programs) derived from all of an agency’s special fundraising events (i.e., those conducted by the agency itself, not by another organization on behalf of the agency). Special events are affairs in which something of value is offered directly to participants for (or in anticipation of) a payment and a contribution adequate to yield revenue for the sponsoring agency over and above direct costs and expenses. The amount entered is to be the support remaining after deducting only the direct benefit costs (or related expenses) which is defined as the cost to an agency of the dinner, ballroom, orchestra, decorations and refreshment in the case of a dance or tickets for a theatre party, etc.

4. 4300 Legacies and Bequests (unrestricted) – A gift made through a will; should be reflected in the accounts of the organization at the time that an unassailable right to the gift has been established by the court and the proceeds are measurable in amount.

5. 4600 Contributed by Associated Organizations – Contributions from auxiliaries, circles, guilds and other organizations closely associated with the reporting organization.

6. 4700 Allocated by Other United Ways

7. 5000 Fees and Grants from Governmental Agencies – Includes contract payments, purchase of service and fees from local, state and federal organizations.

8. 6000 Membership Dues – Amounts received for personal memberships that procure directly for the member substantial, private benefits commensurate in value with the amount of the dues.

9. 6200 Program Services Fees and Net Incidental Revenue – Includes both (or
 Either):
 - Fees received for services furnished by the organization.
 - Net Incidental Revenue is the excess of revenues over expenses of service related activities that are only incidental to the service, e.g., excess of fees collected from participants in a pay-your-own-way outing over bus charter and other group expenses.

10. 6300 Sales of Materials – Sales of publications and supplies to the general Public.

11. 6500 Investment Income – Interest, dividends, rentals, and royalties on any type Of investment. All investment income, regardless of type and origin

(except for capital gains), should be reported here.

12. 6900 Miscellaneous Revenue – If the revenue to an agency has been properly Classified, very little should be shown in this account.

13. **Total Support & Revenue**

Expenses

14. 7000 Salaries – Includes all salaries (executive, professional, clerical, Technicians, counselors, students, etc.); includes full-time, part-time and Temporary staff.

15. 7100 Employee Benefits – Employee health and retirement benefits including Premiums for accident insurance, life insurance, medical and hospital plans, pension or retirement plans, supplemental payments to pensioned employees and payments to annuitants. Also, employment termination expenses – amounts paid to employees who have been terminated or retired voluntarily (only payments outside a formal plan are reported here).

16. 7200 Payroll Taxes – FICA (employer’s share), unemployment insurance, Workmen’s compensation insurance, disability insurance premiums.

17. 8000 Professional Fees – Fees and charges of professional practitioners, Technical consultants or semi-professional technicians who are not Employees of the agency and are engaged as independent contractors for Specified services on a fee or other individual contract basis. (Does not Include persons engaged for maintenance and repair services, which Should be included in line 21-8400.)

18. 8100 Supplies – All supplies and materials used by an agency. This includes office supplies, Housekeeping supplies cost of food, beverages purchased for use in agency food service or programs and recreational, and craft supplies.

19. 8200 Telephone – Expenses for telephone, telegraph, mailgram, teleprocessing And similar communication activities.

20. 8300 Postage and Shipping – Postage, parcel post, commercial trucking and Other delivery expenses such as shipping and shipping materials.

21. 8400 Occupancy – all costs resulting from an agency’s occupancy and use of Owned or leased land, building and offices (NOT including salaries, Depreciation and acquisition of equipment). Includes: rent (building and land), building and building equipment insurance (general and liability), mortgage interest, electricity, gas, heating oil, water and sewer, janitorial and other maintenance services under contract, real estate and personal property taxes, licenses and permits (occupancy related only), and building and grounds maintenance supplies.

22. 8500 Rental and Maintenance of Equipment – Rental and maintenance of Equipment such as typewriters, electronic data processing equipment, Calculators, etc.

23. 8600 Printing and Publications – Includes printing charges of commercial artists

And costs related to house organs, leaflets, films and other informational materials. Also included are costs of purchased publications, subscriptions to technical journals, monograms, and books.

24. 8700 Travel – Travel and transportation of staff and volunteers. Includes local Fares; gas and oil, repairs, insurance, leasing, tires, licenses and permits For company vehicles; mileage reimbursement and appropriate actual Expenses for agency staff and volunteers; cost of hotels, meals and other Expenses relative to travel and transportation of agency staff and Volunteers.
25. 8800 Conferences, Conventions and Meetings – Expenses of conducting Meetings related to an agency’s activities including registration or Enrollment fees incurred by an employee while attending an outside Meeting.
26. 8900 Specific Assistance to Individuals – Expenses to the agency for specific Materials, appliances, services and any other assistance rendered by Individuals or agencies other than agency staff, purchased at the expense Of the agency, for a particular client or patient.
27. 9000 Membership Dues – Individual or organization dues in other organizations Relevant to the functions of the agency. (Not dues or support payments to National “parent” organizations-Account 969
28. 9100 Awards and Grants – Costs of amounts paid or committed to individuals Or organizations for support of research, fellowship, scholarship and other Human service programs.
29. 9400 Miscellaneous – Expenses not reportable in another account classification. Examples include recruitment of job candidates, moving expenses, bonding insurance, etc.
30. **Total Expenses**
31. 9691 Payments to Affiliated Organizations – Amounts paid or payable to Another organization – usually the national affiliate of the agency – to Sustain, aid, maintain, assist or support the program and support functions Of that organization.
35. 9500 Depreciation of Buildings and Equipment – Allocation of cost, or other Carrying value, of physical assets over their estimated useful life (Equipment, automotive equipment, buildings, etc.).
36. 9900 Major Property & Equipment Acquisition – Any acquired property, Equipment or automotive equipment carrying a value of \$1,000 or more.

**ONE YEAR 2023 GRANT AWARD ACCEPTANCE & AGENCY AGREEMENT BY
UNITED WAY OF JEFFERSON COUNTY TO
«Agency»**

This Grant Agreement is hereby entered into between the **UNITED WAY OF JEFFERSON COUNTY**, hereinafter referred to as **UNITED WAY**, and «Agency», hereinafter referred to as **Grantee and Grantee's**.

This agreement is entered into in the belief that a single community campaign conducted professionally, on an annual basis, represents a more efficient and effective way of providing maximum financial resources for health and human services than doing separate agency fundraising campaigns.

WITNESSETH:

Your *Agency's* tentative grant award will be «Amount» for 2024 with «Contig» «Policy»

Purpose of Grant

The purpose for which this Grant is awarded is described in the Request for Proposal from your agency's grant application.

Important Grant Award Notice: This grant is based on the success of the upcoming campaign and may be adjusted or changed, in the event that all necessary pledges are not made, received or paid.

Purpose of Grant

The purpose for which this Grant is awarded is described in the grant application as the Summary description of overall program/project to be funded under this grant.

Term

The term of the Grant shall begin on **January 1, 2024** and end on **December 31, 2024**, unless terminated at an earlier date.

As parties to this understanding:

THE UNITED WAY AGREES:

Corporate Autonomy

To recognize the corporate autonomy and responsibility of the *Grantee's* board to determine its own policies and to manage its own services within the scope and spirit of this agreement.

Annual Campaign

To conduct an annual campaign commencing on or about September 1st and continuing through November 30th of each and every year in support of services of affiliated *Grantees*.

Allocation of Funds

To allocate contributed funds in a manner, which recognizes the relative need among services of *Grantee* for voluntary monies.

Community Relations

To promote the identity and service accomplishments of the *Grantee* whenever possible and appropriate, and to assist the *Grantee* in its community relations program.

Financial

To use a financial record keeping system to produce a year-end and other financial reports as required and needed, including a certified audit or review prepared by an independent auditor.

Appeal

To provide an appeal to the United Way of Jefferson County Board of Directors any recommendation by a United Way of Jefferson County Committee which adversely affects the *Grantee*.

THE GRANTEE AGREES:

Compliance

To Comply with United Way of Jefferson County Contingency Policy when implemented to a Grantee (see attached policy if applicable).

Fundraising Guideline

To support and actively participate in the annual fundraising efforts of the *UNITED WAY* commencing on or about **September 1st through November 30th** (also known as the "Exclusive/Blackout Period") annually as reasonably requested by the *UNITED WAY* to ensure the success of its fundraising Campaign.

Blackout Period

- The *Grantee*, **shall not be permitted** to conduct any fundraising activity of its own or knowingly allow any business or individual to conduct any fundraising activity on their behalf (using the *Grantee's* name) during the above-mentioned period. Exemption requests must be submitted at the time of budget form submission.
- To conduct, outside the exclusive period and as needed, special events or solicit contributions or non-service memberships from individuals who have an interest in furthering the *Grantee's* objectives.

- To apply to the *UNITED WAY* Board of Directors for approval of any Capital Campaign, prior to initiation of said campaign. An endowment campaign may be part of a capital campaign.

Grant Allocation Hearing

To have at least the following individuals: Executive Director/Program Coordinator, the person who prepared/or can explain the grantee's budget forms and one *Grantee* Board member present for the grant allocation and budget hearing/review.

United Way Annual Dinner

That attendance by the director or designee is required by *UNITED WAY* at the *Campaign Kick-Off and Annual Dinner*. Grantees' that show a lack of participation will be duly recorded and brought to the attention of the *UNITED WAY* Board of Directors and the Grant Allocation Panels.

Publicity

To recognize and promote United Way as a funder of your program. Follow *United Way* brand guidelines in use of the United Way logo. Place the logo at your place of business, on your promotions, program materials, special and fundraising event, annual report, letterhead, newsletters, presentations, websites, social media and at public functions.

Audit

That *Grantees* fall under one of the following categories when applying for funding. *Grantee* receiving funding in the amount of \$20,000 or greater from this *UNITED WAY* will be required to submit an Audit or Review with a Management letter annually. (This must be for the previous Fiscal Year.)

Grantee receiving funding in the amount of \$15,000 to \$19,999.99 from this *UNITED WAY* will be required to submit an Audit or Review with a Management letter every other year. *Grantee* receiving less than \$15,000 from this *UNITED WAY* will not be required to submit an Audit or Review with a management letter.

Audits submitted must be a certified audit or an independent auditor, which fully meets generally accepted accounting standards along with the *UNITED WAY* budget forms completed by the Grantee within the prescribed grant/budget deadline, must prepare review and a management letter.

Such *Grantee's* must provide a statement of functionalized expenses, disclosure of expenses by their functional classification and all information required by the independent auditor to meet generally accepted accounting standards for the audit or review.

Conflict of Interest Grantee certifies that Grantee is not involved in any activity that would constitute a conflict of interest, or suggest the appearance of a conflict of interest, with Grantor except as has been disclosed to the Grant Manager, and that any future situations that might involve or appear to involve a conflict of interest will be promptly disclosed by Grantee to the Grant Manager. Failure to disclose a conflict of interest may be grounds for immediate termination of this Grant

The **Grantee** will not be visited or funded if all documentation, budget and audit or review are not submitted by the deadline. **There will be no extensions.** All **Grantee** materials for consideration by the grant/citizen review panels are to be included with the budget submission.

Any violation of this Agreement may result in sanctions up to and including loss of grant and decertification as a UNITED WAY AGENCY.

As recipient of funds from the **UNITED WAY**, I have received and reviewed the conditions of this agreement and agree to all terms thereof.

AGENCY: «Agency»

Print/Name: _____

Funded Partner Director/CEO

Signature: _____

Date: _____

Print/Name: _____

Funded Partner Board President

Signature: _____

Date: _____

UNITED WAY:

Laura Rauch
Executive Director

Signature: _____

Date:

Ted Gorman
Board President

Signature: _____

Date: