



Contractual Obligations for United Way Community Partners

The following items will be included in the 2012-13 contract for organizations receiving funding for one or more programs from United Way's Community Fund.

- A. The organization will maintain its status as a non-profit charitable organization and conduct its operation in a manner which will not jeopardize the tax deductibility under state and federal law, and the exemption under federal, estate, and gift tax laws.
- B. The organization will meet all applicable items in the "Standards of Excellence for United Way Community Partners" document and provide related supporting documentation as requested in a timely manner.
- C. The organization will support United Way and its annual campaign by conducting a United Way campaign within the organization and participating in campaign-related events.
- D. The organization will submit program proposals on the forms provided and at the times designated.
- E. The organization accepts the funding made for the current year and will operate within the United Way's policies, as outlined in United Way's "Handbook for Funded Community Partners."
- F. The organization assures that funds are used to achieve desired results as outlined in the program proposal.
- G. The organization will provide United Way with audits (or outside financial reviews) and accompanying management letters and other information in the form and at the time designated.
- H. The organization will provide United Way with a year-end report of program outcomes no later than August 15 after the contract year.
- I. The organization will recognize United Way's financial support of its program(s) based on the criteria in the "Co-Marketing Guidelines" document that is provided in the "Handbook for Funded Community Partners."
- J. The organization will keep its program fees and service charges commensurate with the cost of the services rendered, the nature of the program, and the ability of the participant to pay.
- K. The organization will collaborate with other organizations, both private and public, in addressing systemic issues, meeting the needs of the community, preventing unnecessary duplication of services, and promoting high standards of accountability, efficiency and effectiveness.
- L. The organization will advise United Way of contemplated expansions, consolidations, mergers, and other significant changes in funded programs.
- M. The organization will conduct all local fundraising in accordance with United Way's policies.
- N. The organization will list all funded programs with United Way's 2-1-1 and make updates at least annually.
- O. The organization will provide the necessary information to United Way to direct deposit monthly checks.