

2010 Agency Allocation Handbook



of Scott County, Inc.

Mission Statement

*“Empowering Scott County today through leadership and services to ensure a
brighter tomorrow”*

(Please do not submit a copy of this page with your final application)

United Way of Scott County Agency Allocations Guidelines

BASIC ADMISSION REQUIREMENTS -- The applicant agency:

- A.** Shall be a non-profit corporation, contributions to which are deductible under state and federal laws. The agency is also to be exempt from federal income tax under the 501(c)(3) provision of the Internal Revenue Service Code.
- B.** Shall comply with all federal, state, and local laws, pertaining to employer relationships, services rendered, and other applicable concerns.
- C.** Shall be voluntary, with an established board of trustees which meets regularly, serves without compensation, is organized, and functions as such to make decisions and provide policy leadership. Consideration will be given to the board's effectiveness in setting policies, which assure efficient, effective, and economical operation; the extent to which it is representative of the communities served; and its ability to attract and retain a qualified and competent staff.
- D.** Shall demonstrate a need for United Way financial support. The applicant agency should demonstrate that:
 - 1.** Available resources are inadequate.
 - 2.** Existing agencies have, despite the availability of funding, been either unable or unwilling to assume the needed new program responsibilities.
 - 3.** The applicant is also to explore and provide results on efforts to secure funds (public and private) to meet the stated need.
- E.** Shall be willing to secure payment for services rendered from the government, third party entities, other agencies, individuals, and families based on their ability to pay.
- F.** Shall practice and administer internal operations and services provided without regard to race, ethnicity, color, sex, religion, national origin, age, or physical disability.
- G.** Shall be willing to adopt and practice an affirmative action and equal opportunity programs that fulfill the requirements as set forth by the Federal Executive Board for the Combined Federal Campaign and federal guidelines.
- H.** Shall contribute, through its programs, to the health and welfare of individuals and families residing within the United Way of Scott County service area.
- I.** Shall be willing to submit financial and program data as set forth by United Way of Scott County. This agency information must be specific to operations in Scott County solely.

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UNITED WAY AGENCY ALLOCATIONS -- United Way Agency Allocations are a funding mechanism maintained by United Way of Scott County to provide grants for existing local programs in addition to innovative programs, start-up costs, development of new and untried agencies and programs, and in support of developing coalitions and/or collaborative efforts among agencies within our community.

United Way allocations are to be used for operating purposes as outlined in the agency's budget. This excludes the use of United Way allocations to finance fixed assets or capital expenditures such as new or major renovations in building, vehicles, or similar undertakings. Agencies may include maintenance and repair in their operating budget for United Way consideration.

Agency designations will be taken into consideration during the allocations decision process. Agencies should allow for this consideration when calculating funding requests.

United Way's ability to honor funding decisions is based on the total funds raised during the annual campaign and the collection of those funds. An allowance is made for un-collectable pledges based on a historical percentage and is taken into consideration when calculating available funds for allocation purposes. In the event that un-collectables should exceed the norm, adjustments to agency allocations may need to be made during the funding year.

The implementation of policies and procedures regarding the review and funding of agency allocations is the responsibility of the United Way Board of Trustees.

- A. Allocations are awarded on a competitive basis and are open to any human service agency operating for the benefit of Scott County residents. (Note: Applicants must be incorporated as a not-for-profit health or human service agency with the IRS tax exempt status, or must be sponsored by such an agency, such sponsorship including fiscal responsibility, and providing health or human services in Scott County.)
- B. The United Way Board of Trustees will establish the amount of money available for allocations each year.
- C. One year grants are awarded.
- D. The United Way Board of Trustees will annually solicit proposals from community agencies. The Agency Allocations Program is divided into two distinct categories:

Open Solicitation

- 1. One portion of the Agency Allocation money may be used for "open" solicitation of proposals, with no restrictions attached. Agencies may submit a variety of proposals focusing on a wide range of programs. These are programs and projects that they feel are important for the community to address.

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United Way Request for Proposals

2. The other portion of Agency Allocation money may be used by United Way to solicit proposals in response to specific concerns, targeted for high priority areas it feels necessary to be dealt with.
- E. To assure equity and fairness in the decision making process, proposals are to be evaluated in light of the following criteria:
1. Potential for success if funded, as defined by the objectives of the project itself and as indicated by the capabilities of the agency/organization.
 2. Potential for positive impact on service recipients.
 3. The innovative, creative, and/or non-traditional characteristics of the program.
 4. The degree of duplication with other services/programs currently available to the target population.
 5. Ability to develop funds to continue the project (if needed) after funding through the United Way programs is terminated.
 6. The extent and completeness to which the need for the program is substantiated.
 7. The extent of collaborative involvement with other agencies and use of volunteers.
- F. Decisions of the United Way Board of Trustees are considered final. There is no appeal process.

UNITED WAY IDENTIFICATION -- Agencies receiving United Way allocations are to identify their affiliation with the United Way of Scott County in their communication efforts.

These efforts are to include the logo of the United Way and phrase “*United Way Partner Agency.*”

The logo and the phrase are to appear on letterhead, newsletters, public service announcements, brochures, and other printed materials related to the funded project.

SUPPLEMENTAL FUND RAISING AND TIME FRAME -- The United Way will continue to raise dollars to address community needs. The United Way will also solicit funded agencies to provide volunteers during the annual campaign and request agency professionals to conduct five-minute presentations requesting groups throughout the year. United Way also recognizes that partner agencies need to seek financial support from all appropriate sources available to them. The methods used in approaching those sources should be in harmony with the underlying principles of the United Way, recognizing the need to maintain good faith with the public.

United Way Forms - The following Application, Agreement and Budget Forms are used during the application and deployment process: (*See Next Page*)

(Please do not submit a copy of this page with your final application)

**APPLICATION FOR AGENCY ALLOCATIONS
UNITED WAY OF SCOTT COUNTY, INC.**

Please answer all items, which are applicable to your organization. If you are unable to answer in the space provided, attach additional sheets. **Please submit ten (10) copies and one (1) signed original of the application on or before Friday, January 15, 2010 to United Way of Scott County, P.O. Box 227, 134 N. Gardner St., Scottsburg, IN 47170.** (Please ensure all copies are 3-hole punched and clipped individually. No staples please.) (DO NOT SUBMIT COPIES OF THE PRECEDING PAGES!) (Type or print clearly in ink.)

Name of organization: _____

Address: _____

All names, other than above, under which you solicit contributions: _____

Purpose of organization: _____

Type of legal entity: _____

Where organized: _____ Date: _____

What is the name of your national organization? _____

Has this organization ever been enjoined or prohibited from soliciting contributions in any state, including Indiana?

Yes _____ No _____ If the answer is yes, explain fully: _____

Principal sources of revenue for local agency to date: _____

How have local solicitations been made (personal contact, telephone, radio appeals, direct mail, etc.)? _____

For what purpose will contributions be used? (Be specific as to programs): _____

Will receipt of United Way funding leverage additional funds for your organization? Yes____ No____

If so, how much and from what funding source?_____

Name and address of the agency President or Board Chair:_____

Name and address of Executive Director or person having final responsibility for budgeting funds:_____

Attach the following:

- A. Names and addresses of current members of governing body.
- B. Copy of updated by-laws.
- C. Copy of last Certified Public Accountant's statement concerning agency finances.
- D. Copy of certificate of tax exemption under Internal Revenue Service Code, Section 501(c)(3). (If not already on file at the United Way office)
- E. Client data i.e. Number of Scott County individuals and families served overall and number of Scott County individuals and families served utilizing United Way funds.
- F. Affirmative Action and Equal Opportunity policies. (If not already on file at the United Way office)
- G. Most recent financial statement(s) i.e. September or October, 2009 Treasurer's Report.

List dates of the fiscal year of your organization:_____

We certify that the information furnished in this statement and all continuation sheets is true and correct to the best of my/our knowledge.

(Signature of President or other authorized officer)	(Title)	(Date)	(Phone Number)
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(E-mail Address)

(Signature of CEO or CFO)	(Title)	(Date)	(Phone Number)
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(E-mail Address)

**UNITED WAY OF SCOTT COUNTY, INC.
AGENCY SCOTT COUNTY PROGRAM/PROJECT INFORMATION**

Agency: _____

Brief Program Description: _____

Program Objective: _____

Target Population: _____

When Was Program Started: _____

Number of Clients Served In Last 12 Months (Oct. 2008 through Sept. 2009): _____. (Be sure to fill out the Beneficiary Form and attach it to this report.) Is the number:

_____ Increasing _____ Decreasing

Plans for Next 5 Years: _____ Expand Program
_____ Decrease Program
_____ Phase Out Program

Projected Budget Income (less United Way funding): _____

Projected Funds Requested From United Way: _____

If Your Full Request From United Way Is Not Met, How Will Your Agency and/or Its Clients Be Impacted?
(Please give a short explanation and plan of action.)

**UNITED WAY OF SCOTT COUNTY, INC.
PROGRAM/PROJECT BUDGET HISTORY**

PROGRAM/PROJECT NAME: _____

Budget	2008 Actual	2009 Budget	2010 Projected
Support/Revenue			
Contributions -- General			
Fundraising/Special Events (net)			
Legacies and Bequests			
Contrib. By Assoc. Organizations			
Allocated by Other United Ways			
Fees/Grants from Government			
Membership Dues – Individuals			
Program Service Fees			
Investment Income			
Miscellaneous Revenue			
A: Total Support/Revenue			
Allocated by United Way of Scott County			
B. Grand Total Support/Revenue			
Expenses			
Salaries and Employee Benefits			
FICA, Payroll Taxes, etc.			
Professional Fees/Insurance			
Office Supplies/Postage & Shipping			
Telephone			
Occupancy (Building/Grounds)			
Rental/Maintenance of Equipment			
Printing and Publications			
Travel and Meeting Expense			
Special Assistance To Individuals			
Membership Dues			
Awards and Grants			
Miscellaneous			
Advertising			
Payment to Affiliated Organizations			
Equipment (\$500 or more)			
C. Total Expenses			

The preceding budget was considered and approved by a quorum of our Board of Directors who was present at a meeting on _____.

Executive Director Signature and Date

President Signature and Date

Agency Name