

UNITED WAY OF PINAL COUNTY COMMUNITY IMPACT FUNDING GUIDELINES

Approved by the United Way Board of Directors, Jan. 18, 2007

WHO CAN APPLY

Organizations wishing to apply must adhere to the following guidelines. Part One of the Funding Application provides more details and asks applicants to document or certify these requirements. If you are thinking of applying, and know you don't have all these requirements in place, contact the United Way office for guidance.

1. The agency must be incorporated in the State of Arizona as a non-profit organization. There may be an exception for certain national organizations.
2. United Way funds must not be used for lobbying or support for political candidates.
3. The agency must have current by-laws.
4. The agency must have a board of directors, the majority of whom 1) *live or work within Pinal County*, and 2) serve without compensation.
5. The agency must hold regular meetings of *their board of directors* and keep accurate minutes of such meetings.
6. The agency must have current status as a 501c3 (*recognized as tax-exempt*) by the Internal Revenue Service.
7. The agency **must** have sufficient (*at least \$1,000,000 per occurrence*) liability insurance; **must** have *professional liability insurance for their professional staff*; **must** have *evidence of background checks on volunteers and staff working with youth*. *United Way of Pinal County recommends highly that an applicant agency with over \$100,000 in annual income should also have Directors & Officers liability insurance.*
8. The agency must use a system of accounting that at a minimum allows for the separate tracking of United Way revenues and expenses.
9. The agency must have an annual audit by an independent auditor within *12 months* of the date of application. Agencies without a formal audit in that time span must advise United Way in writing at the time of the application.
10. The Agency must not have an administrative/fundraising percentage greater than *25%, as calculated by using IRS Form 990 or 990EZ.*
11. The program for which the agency is applying must not have more than 80% of its funds provide by government (taxpayer) sources.
12. Services for which United Way's funding is provided must not be refused to any client solely on account of the client's inability to pay. *You must have a written policy in place.*
13. The chief business of the agency must be to provide health and/or human services.
14. The service for which funding is requested must be provided to residents of Pinal County.
15. The agency must operate without discrimination by race, religion, color, sex, age, disability or sexual orientation in the delivery of services, employment of agency

- staff and selection of board members and volunteers.
16. *The agency must not provide support to terrorists or terrorist organizations, per the Patriot Act.*
 17. *The agency must comply with policies required under the Sarbanes-Oxley Act, a whistleblower policy and a document retention/destruction policy.*

FUNDING RESTRICTIONS AND PREFERENCES

This section discusses what we will consider or not consider for funding. If you are thinking of applying, but are not certain you will fit under the following, call the United Way office for guidance *in advance of submitting an application*.

1. Funds must be used to support health and human services to residents of Pinal County.

2. Funds will generally be used to support the following:

Specific service programs, not general operating expenses

Direct services (Example: emergency rental assistance)

Consumable items (Example: Emergency food box items)

Salaries for direct services (Example: Salary for a youth counselor engaged in direct client counseling).

Expenses in support of direct services (*Example: website development for a resource guide*).

3. Funds must not be used to support:

Capital expenses: Includes, but is not limited to: purchase of vehicles, computer equipment, furniture, real estate, construction or renovation of facilities.

Administrative salaries (such as executive director, clerk-typist)

Abortion or abortion counseling

Services which overlap in terms of geography or population served.

A foundation (in other words, will not go to an organization that will distribute those funds in turn, according to their own fund distribution policies).

One-time events, such as a field trip.

4. UWPC prefers to fund services for agencies headquartered within Pinal County.
5. UWPC prefers to fund programs which are filling an unserved “niche”.
6. UWPC prefers, where possible, and where the need has been demonstrated, to fund start-up programs and eventually “spin them off” to independence.
7. UWPC prefers to fund applications from agencies working in a formal collaboration to address a specific issue.
8. *UWPC prefers to fund applications for programs which serve the entire county or multi-community areas of the county.*

9. *UWPC prefers to fund applications for programs which serve the broader community. For example, a youth education program, made available in public schools, more than a similar program aimed at clients of one agency.*

COMMUNITY IMPACT FUNDING

In 2005, United Way of Pinal County completed a year-long community assessment process which identified five critical areas for United Way to focus on. The assessment culminated in the creation of the United Way of Pinal County Community Impact Plan. This plan describes the problems we want to address, strategies to address those issues, as suggested by issue stakeholders, and long-term outcomes we want to achieve in addressing those issues.

For those of you who have access to the Internet, visit our website, www.unitedwayofpc.org, and click on the Community Impact icon. You will see there a logic model for each of the critical areas, and a brief narrative on our progress-to-date. If you want to apply for United Way funding, familiarize yourself with those items, and be sure to attend the agency application training sessions when offered.

Under Community Impact, United Way of Pinal County proactively seeks to build collaborative efforts to establish effective programs which address our focus areas. In other words, United Way of Pinal County will not always wait for an applicant to submit a program for consideration.