



**FISCAL YEAR 2023 AGENCY FUNDRAISING & ALLOCATION AGREEMENT**

United Way of  
Greater Fall River

AGENCY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EIN #: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**PURPOSE**

The United Way of Greater Fall River, Inc. is a federation of citizens, which in partnership with human service agencies provides leadership in bringing about a cooperative volunteer effort to help meet the financial operation needs of appropriate programs serving the people in the community.

The United Way has as its purpose to unite all segments of the community through a well-developed communications program in a common effort to deal with the human care problems that adversely affect the community and its people. It strives to identify and prioritize needs and to support the delivery of human services in the most efficient and economical manner possible.

In achieving its purpose, the United Way will: CREATE an environment that promotes and encourages the private sector, individual and corporate, to maintain a major role in the funding of human services within the community; TAKE A LEADING ROLE in and encourage cooperation, coordination, and community planning; PROMOTE high goals and performance standards in all agencies individually and collectively, to evaluate their effectiveness, prevent waste and duplication of effort; CONDUCT continuing programs of public information and education; ACCOUNT to the community fully by providing service and financial data according to generally accepted standards.

In recognition of the rightful privileges of Agency Partners elected to participate in the Fiscal Year 2023 Fundraising & Allocations cycle, and in respect for the autonomous nature of such agencies, United Way of Greater Fall River (UWGFR) shall agree:

1. To construe its role to be primarily that of a fundraising, research, and community planning organization; and not to attempt to exercise control over the policies, administration, methods of operation and services of participating Agency Partners; unless, in the opinion of UWGFR, the Agency does not meet the minimum requirements outlined in Section A below.
2. To preserve and promote the individual identity of each partnering organization in its relationship to the giving public.
3. To distribute allocable funds to Agency Partners, on a monthly or quarterly basis, or as otherwise voted by UWGFR’s Board of Directors.
4. To permit Agency Partners to accept unsolicited funds for capital needs and equipment and, in no event, to deduct the amount of such donations from the Agency Partner’s UWGFR funding award for the current year. Acceptance of endowment and bequests shall likewise be permitted.

**DISTRIBUTION OF FUNDS**

Funds raised for UWGFR’s elected Agency Partners will be apportioned following the completion of the Annual Campaign. Agency Partners agree to present their budgets to Volunteer Citizen Review Panels in meetings for that purpose. Each Agency Partner will have an Annual Program and Budget review meeting with their Volunteer Citizen Review Panel, with ample time allowed for the Agency Partner to discuss its programs and present its financial needs.

**RIGHT OF APPEAL**

Any UWGFR Agency Partner shall have the right of appeal regarding its funding award for the current year to the Executive Allocation Committee and may request a meeting with the Finance Committee at any time during the year if financial problems or concerns so dictate.

**REQUIREMENTS FOR AGENCY PARTNERSHIP**

Agencies petitioning for partnership with United Way of Greater Fall River shall be elected annually at a meeting of the Board of Directors in May or June, or at any special meeting of the Board called for that purpose.

A. Agencies elected to partner with UWGFR must meet the following standards:

1. Agency shall be engaged in a recognized program of health and human services, serving the people of Assonet, Fall River, Little Compton, Somerset, Swansea, Tiverton & Westport, and must show evidence to the satisfaction of

UWGFR, that it is effectively meeting a substantial need in the local community surrounding one of the following areas: Health, Education, Financial Stability, or Basic Needs.

2. Agency shall file with UWGFR: a plan of organization setting forth the names of those who assume responsibility for its policies (Board of Directors), and for the orderly day to day administration of its policies (Administrative Staff), as well as indicating the general areas of responsibility assumed by those individuals. The Board of Directors of UWGR may set minimum standards of organization to ensure the public interest, through effective organization. UWGFR shall require the volunteer Board of Directors to meet at least quarterly, and to be kept fully informed as to the policies and administration of the organization, including its financial and budgetary affairs. These volunteers must not be paid staff of that agency and/or must not be members of the immediate family (parents, children, siblings, spouses) of any staff members.
  3. Agency shall have its accounts audited annually, if required by state law. State law considers budget size and filing requirements when determining which non-profit agencies are required to provide an audit, as opposed to a year-end financial report. For those agencies which must, by state law, undergo a yearly audit, any management letter received from the accountant, along with the agency's response to that letter, must be sent to UWGFR. If no management letter is deemed necessary, a statement indicating such by the accountant is required to be submitted. The audit (or financial report, if applicable) must be sent to UWGFR within 30 days of receipt by the agency, but no more than 150 days after the agency's fiscal year end.
  4. Agency must show evidence of adequate administrative safeguards for the handling of funds in its custody. Employees and officers who have access to, or responsibility for the handling of agency funds, shall be bonded. UWGFR requires all Agency Partners to secure fidelity/employee dishonesty insurance, up to the amount of their current UWGFR award. A copy of a current certificate of insurance must be provided to United Way of Greater Fall River.
  5. United Way of Greater Fall River encourages all Agency Partners to utilize proper financial controls, including but not limited to the safeguard of dual signatures on all checks, drafts, and other orders for the payment of money from the funds of the Agency Partner. These payments should be personally signed by any two of the following, one of whom should be a volunteer: Board Chair, President, Treasurer, Assistant Treasurer, or any other person authorized by the Board of Directors. This would exclude those checks generated by a vendor provided payroll system. A consistent review of the reconciliation of all checks, drafts, and other orders should be conducted by the Board of Directors or an appointed volunteer board member.
  6. Agency shall adopt and agree to United Way of Greater Fall River's stated policy of non-discrimination regarding all persons, irrespective of their race, color, creed, religion, national origin, sex, sexual orientation, gender, age, disability, or veteran status; and compliance with all requirements of law and regulations, with respect to employment, volunteer participation, and the provision of services.
- B.** Except as otherwise specified or authorized, for the purpose of sharing in joint fundraising campaign, United Way of Greater Fall River shall require each participating Agency Partner to agree to the following:
1. To accept the distribution voted by the Board of Directors of United Way of Greater Fall River of the money raised in the annual fundraising appeal, except as provided for under "Right of Appeal."
  2. To make no independent solicitation of funds at the workplace from employees through employee payroll deduction, as outlined in United Way of Greater Fall River's guidelines for supplemental fundraising activities. This provision shall not prevent participation in national appeals of a temporary or emergency nature.
  3. To print the United Way of Greater Fall River branded logo in their Annual Report and to display the United Way Community Partner cling-on signs on building entrances. UWGFR must be referenced in all print material, brochures, press releases, news stories, advertising, and social media posts (@UnitedWayGFR) related, but not limited to, UWGFR funded programs and/or activities. Copies of all materials must be sent to UWGFR.
  4. To furnish UWGFR with an annual financial statement (as previously outlined) and proposed budget, along with an annual statistical report of services rendered in the community, including a report of the numbers of individuals waiting on lists for services.
  5. To provide United Way of Greater Fall River with a general statement on the UWGFR budget form of its budgetary needs, no later than the date specified by the Executive Allocation Committee of UWGFR, and to supplement this statement with any other information UWGFR deems necessary.

6. Agencies are encouraged to enlist employees and volunteers who are affiliated with the agency to participate in activities and events associated with the Annual Fundraising Appeal as designated by UWGFR (e.g. Kick-off).
  7. To solicit all employees of the agency for UWGFR’s Annual Fundraising Appeal, allowing them to give through payroll deduction, and to encourage participation and “leadership” giving from each. Results must be shared with UWGFR’s Development Team in a timely fashion. Payroll deduction payments must be submitted regularly (monthly, quarterly, or annually) to UWGFR. Employees are under no obligation to participate and can exercise donor choice to designate their gift.
  8. To participate and be represented in all UWGFR publicity, special events, and other activities that UWGFR might utilize from time to time, to promote United Way and its Agency Partners’ programs and initiatives.
- C. United Way of Greater Fall River reserves the right to withhold or withdraw funding/financial support to any Agency Partner that violates the requirements of the Standard Agreement outlined in sections A & B. Agency Partners have the right to appeal such action in writing to the UWGFR Board of Directors. Written appeals must be submitted to the Finance Committee, who will review the appeal and make a recommendation to the Board of Directors.
- D. If any Agency’s partnership with United Way of Greater Fall River ceases at any time, either by the Agency’s choice or as voted by the UWGFR Board of Directors, all privileges, including funding, may be canceled. Funding of an Agency through its partnership with United Way of Greater Fall River is not a guarantee of funding for the year, but is allocated and distributed only to current partners in good standing.
- E. Agency shall return any unspent funds (above a 3% surplus) to United Way of Greater Fall River after the close of the fiscal year. Should the funded program not operate for the totality of the funding period, the percentage of unused funds must be returned to UWGFR.
- F. Agency certifies that the required forms as outlined in the Agreement Checklist have been completed and are included with the submitted agreement.

At a meeting of the Board of Directors of \_\_\_\_\_ held on \_\_\_\_\_ day of \_\_\_\_\_ 2022, the Board of Directors voted to petition partnership with United Way of Greater Fall River for Fiscal Year 2023 and agreed to participate in accordance with this agreement.

Signed for the **Agency** on \_\_\_\_\_ day of \_\_\_\_\_, 2022.

Signed for **United Way of Greater Fall River** on \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Agency Chief **Volunteer** Officer Signature

\_\_\_\_\_  
UWGFR Chief **Volunteer** Officer Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Agency Chief **Executive** Officer Signature

\_\_\_\_\_  
UWGFR Chief **Executive** Officer Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Print Name and Title

If approved, the Agency Partner will be included in United Way of Greater Fall River’s Promotional Materials as an Agency Partner for the 2023 Fiscal Year.