

WAVERLY-SHELL ROCK AREA UNITED WAY
2023 CALENDER YEAR AGENCY FUNDING AGREEMENT

The Waverly-Shell Rock Area United Way has approved funding in the amount of:

\$5000.00 to XYZ Agency for ABC Program

to be paid in quarterly installments beginning February 2023

(or following approval of year end report)

Both United Way and the Agency Agree

1. To maintain an active, rotating volunteer structure which assumes and fulfills the responsibility of managing its affairs within the scope and spirit of respective by-laws and this agreement;
2. To provide needed services on a non-discriminatory basis;
3. To strive to increase the public's understanding and appreciation of and participation in human service programs; and
4. To consult and work together on matters of common interest in an effort to achieve the best interests of the community as a whole.

The Agency Agrees

1. To support and assist in the United Way annual fund-raising campaign in all appropriate ways.
2. To utilize all funds consistent with the approved funding application and maintain accurate and complete records of financial expenditures and submit them to the United Way by January 15, 2024. (This funding agreement covers the calendar year of 1/1/23-12/31-23)
3. To provide semi-annual reports of program success to include measurable outcomes (A Mid-Year report will be due 7/15/23 and a Year-end report on 1/15/24). Incomplete or the unsatisfactory completion of reports by the aforementioned dates will be taken into consideration during future funding allocation procedures.
4. To carry out the programs of the agency and cooperate with other agencies in such a manner as will best meet the needs of the community;
5. To register with United Way 2-1-1 and provide agency updates to 2-1-1 in a timely manner; and
6. To abide by the expectation that funded programs recognize the Waverly-Shell Rock Area United Way on their promotional materials.

United Way Agrees

1. To respect the agency's prerogative of determining its own policies and programs within the community;
2. To develop its recommendations for the campaign objectives for the annual fund-raising campaign with due regard for the requirements of all participating agencies, fund-raising realities and other pertinent considerations to raise the maximum of funds;
3. To use its best effort to achieve the campaign objectives;
4. To act as a responsible steward of funds publicly contributed to the United Way by fully informing contributors of the allocations and use of such funds; and

Should an agency not comply with reporting, the following ramifications procedures shall be implemented:

Incomplete/Insufficient Reports

- Communication shall be sent to the Agency Director to request the needed information or clarification of information.
- Distribution of quarterly allocation payments will be withheld until report corrections are approved at the next Board Meeting of the Waverly -Shell Rock Area Board of Directors. (Board meetings are held in January, February, March, May, September, October, and December)

Late Reports

- Communication shall be sent to the Agency Director and Board of Directors notifying the Agency the report has not been received.
- Distribution of quarterly funds will be withheld until a report has been received; funding will only be released after receiving report and contingent upon board approval at the next Board Meeting of the Waverly -Shell Rock Area Board of Directors. (Board meetings are held in January, February, March, May, September, October, and December)

5. To submit all its financial records to an audit by an independent accountant

Waverly-Shell Rock Area United Way

XYZ Agency

United Way Executive Director

date

Agency Director

date