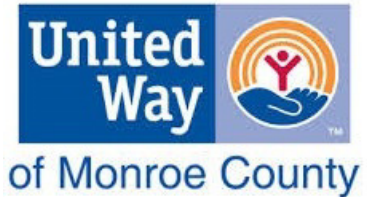


### Submission Instructions:

---

- **Two (2) unstapled copies with original signatures** - Hand Deliver to 695 New Highway 68, Sweetwater, TN 37874 Suite D (Red Door) **or** Mail to P.O. Box 722, Sweetwater, TN 37874
- **ALSO Email completed application** to [caylen.matoy@unitedway.org](mailto:caylen.matoy@unitedway.org). This is to send to our board of directors.
- Please use form provided. Any additional narratives should be clearly labeled and attached at the end of the application.
- Agency may not apply for funding for:
  - The expense of maintaining a building, rental expenses, utilities, building insurance or property tax.
  - Programs run exclusively for or by the public or private school systems.
  - Programs serving animals.

Questions? Call 423-337-7690 or email [caylen.matoy@unitedway.org](mailto:caylen.matoy@unitedway.org)



**Partner Agency Application: Requesting Funds for 2021-2022**

---

**Application Deadline:** Third Thursday in April Each Year  
(Application filed late will not be considered) **Date of Application:** \_\_\_\_\_

**(Legal Name of Organization)** \_\_\_\_\_ is applying for \$\_\_\_\_\_ in the upcoming campaign in accordance with the Partner Agency Eligibility Requirements of the United Way of Monroe County.  
Previous Year Allocation: \$\_\_\_\_\_

**Agency Physical Street Address** (If agency has multiple locations within Monroe County please attach list of each location, contact name, number and address starting with main location).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Mailing Address** (If different from above)

\_\_\_\_\_  
\_\_\_\_\_

**Main Number:** \_\_\_\_\_

**Alternate Contact Number** (United Way Office Use Only): \_\_\_\_\_

**Executive Director:** \_\_\_\_\_

**Hours Of Operation:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Agency Website Address:** \_\_\_\_\_

Year agency was established in Monroe County as a 501(c)3: \_\_\_\_\_

**Number of Clients Served Last Year:** \_\_\_\_\_

**Geographic Area Served:** \_\_\_\_\_

**Focus Area** (choose one): \_\_\_\_ Education \_\_\_\_ Health \_\_\_\_ Income \_\_\_\_ Basic Needs

## Fund Allocation Submission Form:

---

- Attach Agency Mission Statement.

### Name of Program:

\_\_\_\_\_

One application must be completed for each program the agency is requesting funding.

- Program Summary- Provide summary of the program for which funds are being requested. Who will be eligible? How many will be and/or have been served?\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- What vital needs of the community does your organization meet?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- What are you doing as an organization to assist the client to “Break the Cycle” and not need your assistance in the future?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Measuring Program Impact- Quantitative:** What quantitative (numerical) criteria will be used by your organization to determine that the program has been successful? Use as separate attachment if needed.

---

---

---

---

---

---

---

---

---

---

---

**Measuring Program Impact- Qualitative:** What qualitative (descriptive) criteria will be used to measure the program's impact? Use as separate attachment if needed. Provide attachment of statistics or any other information showing the impact your organization and the services it provides has had on the community.

---

---

---

---

---

---

---

---

---

---

---

Please list the organizations you collaborate with. Explain the role each collaborating partner plays. Use a separate attachment if needed.

---

---

---

---

---

**Program Budget: Provide an attachment with itemized program budget which includes the following information:**

---

- Anticipated expenses and income for the entire program for one year.
- Budget Narrative- Explain the program budget and specifically how United Way funds will be used. Include other sources of funding and amounts.
- Plans to promote United Way as a funder: Organizations that receive United Way grant money are required to promote and raise public awareness of United Way of Monroe County on all marketing material. (*Examples include press releases, handouts at events, and signs that indicate that funding was provided by United Way of Monroe County.*) What are your plans to do so?

## Financial Reporting Requirements

---

Please Provide the Following:

- Copy of IRS Determination Letter 501(c)3
- EIN: \_\_\_\_\_ State of TN Registration # \_\_\_\_\_
- Admin/Fundraising% \_\_\_\_\_

How to compute your agency's overhead: Using your IRS 990, page 10, line 25, Column C (Management and General) divided by Page 10, Line 25, Column A (Total Expenses). If percentage exceeds 25%, please include a written plan to reduce the overhead to 25% or less.

- Organizational Total Budget: \_\_\_\_\_ for fiscal year ending \_\_\_\_\_
- Executive Director Annual Salary: \_\_\_\_\_
- Most recent year-end financial report. Requirements are as follows:
  - ➔ **United Way of Monroe County (UWMC) requires at a minimum, an annual Profit & Loss statement and Balance Sheet from the previous year for the organization. If your organization does an annual audit, UWMC will also request a copy of that audit, but an audit is not required by UWMC. Also, two officers (from the partner agency) that do not handle the money must certify that all the information being submitted to UWMC is true and correct with a penalty for perjury. Attached in this application is a form that the two officers will sign and turn in with the financials requested.**
  - ➔ **An audit is required for agencies with funding that exceeds two hundred thousand dollars (\$200,000) in a calendar year.**
- Most recent IRS 990 (Older than eighteen months will not be accepted)
- **Itemized list of exactly how United Way funds were spent the previous year (existing Partners)**
- Current Year Operating Budget
- Does your agency have funds in reserve? \_\_\_\_\_ Amount \_\_\_\_\_
- List of Current Board of Directors
- Date & Time of all 2021-2022 Fundraisers
- 25 word statement describing your UW funded program

---

---

---

---

**Partner Agency Penalty for Perjury Agreement:**

---

Two officers (from the partner agency) that **do not** handle the money must certify that all the information being submitted to UWMC is true and correct with a penalty for perjury

We have examined the information in the financial documents submitted and we have a reasonable belief that the information is true and correct:

I declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_ (MM / DD / YYYY)

---

Signature of President/Chairman of the Board

---

Printed name

---

Signature of Second Representative from the Board of Directors

---

Printed name

---

Position or relationship to organization

## Partner Agency Eligibility Requirements:

---

Read each requirement.

- The organization is an incorporated nonprofit organization under the laws of the State of Tennessee and has tax-exempt status under section 501(c)3 of the Internal Revenue Service code. Year agency became a 501(c)3 \_\_\_\_\_
- The organization must have been in operation and established as a 501(c)3 for at least two years to demonstrate it has a reasonable degree of continuity and permanence. Year established in Monroe County \_\_\_\_\_
- The organization has a Board of Directors that is an active, representative voluntary governing body, with regular meetings and is responsible for developing its mission, determining its strategic direction and providing oversight. The Board of Directors has inspected and approved annual audit or review, as well as the IRS Form 990.
- The organization has bylaws which state the organization's purpose, makes provisions for the size of the Board of Directors and provides rules for selection, tenure, number of officers and committees, financial and legal procedures, conflicts of interest and quorum requirements.
- The Board of Directors is responsible for ensuring that sufficient funds are available for the organization to meet its objectives and approve the yearly budget.
- The organization maintains current registration as a charitable organization with the Tennessee Secretary of State or has a current registration exemption from the Tennessee Secretary of State. State of TN Registration # \_\_\_\_\_
- The organization must provide services in Monroe County and its services are provided without discrimination in regards to race, color, religion, sex, national origin, age, disability, or veteran status.
- The organization will adhere to the funding agreement and will provide all documentation and reports needed to complete this request for funding.
- The organization will have *available upon request* reports detailing revenue sources, expenses and number of clients served.
- The agency demonstrates reasonable efficiency in program management and adequacy of resources, both in materials and personnel (voluntary and paid) to sustain a quality level of service.



- ➔ Organization certifies that all funds and donations will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes, and executive orders. \_\_\_\_\_ (Initial Here)
- ➔ Eligibility for funding does not extend to the following: individuals, school fundraisers, capital campaigns or endowments, sponsorships, marketing opportunities, event fundraisers, or sports events.

I understand that the organization must meet all of the above-mentioned criteria to receive funding from United Way of Monroe County.

\_\_\_\_\_  
Name of Agency

Signatures of authorized parties:

\_\_\_\_\_  
Agency Director Signature

\_\_\_\_\_  
Board Chairperson Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Application Checklist:

---

- \_\_\_ Completed Application with attachments clearly labeled and signed
- \_\_\_ Emailed Completed Application w/ attachments clearly labeled
- \_\_\_ 501(c)3 documentation
- \_\_\_ Agency Mission Statement
- \_\_\_ Completed Fund Allocation Submission Form and Attachments
- \_\_\_ Attached Program Budget and Attachments
- \_\_\_ Itemized list of how United Way funds were used in previous year
- \_\_\_ Current Organizational Budget
- \_\_\_ Completed Financial Reporting Requirements Form and Attachments
- \_\_\_ Partner Agency Eligibility Requirements filled out and signed
- \_\_\_ Most Recent Year-End Financial Report (Page 6 in Bold)
- \_\_\_ Most recent IRS 990 (within 18 months)
- \_\_\_ List of Current Board Members
- \_\_\_ Proof of Directors & Officers Insurance
- \_\_\_ Program Materials (brochures, handouts, letterhead etc.)
- \_\_\_ One (1) recent success story from funded program  
    Include in your email application submission.
- \_\_\_ Two (2) program pictures from funded program  
    Include in your email application submission.

## Policy on Supplemental Fundraising

---

The Policy on Supplemental Fundraising establishes guidelines for direct community fundraising by organizations that have entered into a Partnership Agreement with United Way of Monroe County. The purpose of this policy is to permit the greatest amount of flexibility to Partner Agencies in conducting their own fundraising, at the same time ensuring the best possible climate and results for the United Way campaign.

United Way of Monroe County was created to raise funds in a community-wide effort on behalf of local agencies so donors are not solicited multiple times. It is also expected that Partner Agencies actively participate and promote the United Way campaign. In order to balance the relationship between donors, United Way and Partner Agencies, the following guidelines have been adopted:

The following activity is prohibited year-round:

- Organized solicitation of employees at the workplace for contributions to a Partner Agency.

The following activities are prohibited during the period of September 1st through September 30th:

- Solicitation of corporate/business donations or sponsorships
- Mail, electronic, or telephone solicitations of the general public

The following types of activities are acceptable year-round:

- Client fees for services provided
- Grants (private and government)
- Service-related memberships
- Investment income, bequests, memorial funds and unsolicited donations
- Revenue from program activities and use of facilities
- Special events whereby tickets may be sold to the public. Purchaser receives a benefit, i.e. admission, right to participate, etc. **(Corporate funds/sponsorships may not be solicited for these events from Sept. 1-Sept. 30)**
- Product sales
- In-kind contributions

Sanctions: All Partner Agencies are expected to adhere to these policies. Willful disregard of these policies will be considered by the Board of Directors and may result in a reduction of the United Way allocation in the following funding year, or the agency not being funded.

United Way of Monroe County encourages Partner Agencies to notify the United Way office of the dates and nature of their special events so United Way can help promote the event.

**Additional Information**

Please include any additional information which you feel would be useful in helping us to evaluate this request. Remember that detailed plans regarding goal, proposed timetables, and overall strategy should be enclosed along with your guideline responses.

---

Name of Agency

Signatures of authorized parties:

---

Agency Director Signature

---

Board Chairperson Signature

---

Date

---

Date