



Policies & Procedures for Community Impact Grants

Qualifications & Financial Requirements

1. Services being provided by the organization must **meet an identified need** within one of our community impact areas: Academic Success, Health and Family Stability and provided within one or more of our counties in our service area: Chickasaw, Itawamba, Lee, Pontotoc, Prentiss, Tishomingo and Union.
2. Organizations should be declared tax exempt under the provisions of **501(c) 3** of the Internal Revenue Code as a non-profit corporation, or has a 501 (c) 3 agreeing to administer funds, or is operating through a church.
3. An organization must have a **definite budget**, itemizing income and expense. All funds granted by UWNEMS must be spent on local program costs, operating expenditures, or local administrative costs for which the grant is awarded. Funds may not go towards capital expenditures. The organization shall operate within its original approved budget and notify UWNEMS of any budget changes during the current year that would substantially affect program services.
4. Organizations are to submit a complete copy of the most recent MS Secretary of State yearly filing. All organizations will be required to **submit financial statements**. Organizations with total revenue of \$250,000 to \$500,000 will be required to submit reviewed financial statements. All organizations with revenue in excess of \$500,000 will be required to submit audited statements. Regardless of budget, any organization required by federal or state law to have an audit will be asked to submit their audited statements to United Way. Only audits or reviews performed by an independent licensed C.P.A. or C.P.A. firm will be accepted. No internal audits will be accepted.
5. There should be a functioning **independent** Board of Directors, which meets at least quarterly, keeps meeting minutes, has a member rotation schedule, and represents the diverse elements of the community. Board members should not receive financial compensation (cash or in kind) from the program.
6. The grant request must have the approval by the applicant's **Board of Directors** before submission.
7. The organization must comply with the United Way **Non-Discrimination** policy and **US Patriot Act**.
8. During the application review process, Community Impact **panel members will request one interview** to discuss proposed program outcomes, financial management, and organizational effectiveness. Applicants are *strongly encouraged* to have the organization's director, Board president, and a staff member familiar with the program present at the interview.

Once funded, grantees shall:

1. be prepared to in Year 1 and in Year 2 **submit a) outcomes biannually; b) financial reports annually** in Report submission after deadlines will require the organization providing a written explanation and requesting approval from the UWNEMS Board of Directors;
2. be prepared to **facilitate site visits** by Community Impact volunteers in Year 1 and Year 2;
3. be prepared at any time to make a **full disclosure** of all funds, records, etc. to the UWNEMS Board of Directors. Records should be maintained to insure proper accounting of all receipts and expenditures;
4. inform the UWNEMS of any significant program, staff or financial **changes**; and

5. agree to fulfill conditions on **partner agreement**

No Contract Rights

The allocation of UWNEMS funds to participating organizations is a gift of our donors' funds and is not intended to create any contract rights in favor of a participating organization. UWNEMS reserves the right to change, withdraw, or otherwise amend the policies and guidelines.

Supplemental Funding

While UWNEMS seeks to provide financial resources to the fullest extent possible, we recognize that we cannot meet all the financial needs of the participating organizations. Organizations may conduct supplemental fundraising.

Campaign and Communications

The organization must support and cooperate with UWNEMS in fundraising efforts, identify itself as a recipient of UWNEMS funds and use the United Way logo on letterhead and in publications whenever possible.

Organization Operating Reserves

The UWNEMS recognizes that participating organizations must have a sound economic base in order to operate with a balanced budget and continue organization services. Therefore, each participating organization's Board of Directors may set a reasonable amount to be accumulated as an operating reserve.

Reserves are unrestricted, unexpended funds. Restricted funds are those whose use is limited by donor-imposed time or purpose restrictions. Board-designated reserves are not considered restricted.

Emergency Situations

The organization should make every effort to anticipate all normal operating income and expenditures on the program budget request form. In the event of contingent situations, requests for emergency appropriations shall be submitted to the Board of Directors of UWNEMS.

Designations

While the UWNEMS does not encourage designations, it recognizes that some donors may choose to designate their contributions to a specific organization. These designations will be added to undesignated funds to arrive at the total amount an organization will receive.

The fiscal year in which all organizations will receive UWNEMS funding will be from January 1st through December 31st.

Review and Appeals

The Community Impact Committee is responsible for reviewing the programs and budgets of participating organizations. A recommendation is made to the UWNEMS Board of Directors regarding the amount of funding for each participating organization program. The ultimate decision regarding grants awarded are made by the UWNEMS Board of Directors.

A participating organization may request in a timely manner an appeals conference regarding its grant award, to present information and documentation which justifies the appeal.

Termination of Participation

An organization may withdraw from participation in the UWNEMS by providing a thirty-day written notice to the UWNEMS Board of Directors stating the reason(s) for withdrawal.

To terminate an organization, the UWNEMS Board of Directors must communicate in writing the reasons for termination to the governing board of the affected participating organization. The organization may appeal with a written notice from the organization's Board of Directors within thirty days of the termination notice.