



**STATEMENT OF UNDERSTANDING
BETWEEN UNITED WAY OF ROCKBRIDGE, INC.
AND FUNDED AGENCIES**

FUNDING YEAR 2024

Agency: _____

Address: _____

Contact: _____

Telephone: _____

Email: _____

This STATEMENT OF UNDERSTANDING is made and entered into this ____ day of _____, 2023, by and between the United Way of Rockbridge, Inc., and the above-named funded agency. This STATEMENT OF UNDERSTANDING, along with relevant United Way of Rockbridge policies, contains the entire agreement of the parties, and cannot be altered except by executing a new STATEMENT OF UNDERSTANDING.

UNITED WAY OF ROCKBRIDGE

MEMBER AGENCY

(Representative Signature)

(Representative Signature)

(Printed Name)

(Printed Name)

(Title)

(Title)

As the Agency Representative certifying that the above-named Agency's Board of Directors has approved this agreement.

STATEMENT OF UNDERSTANDING

Between United Way of Rockbridge, Inc. and Funded Agencies

I. General Statement of Purpose

The United Way of Rockbridge (hereafter called United Way or UWR) and its funded agencies provide a broad range of services addressing the human service needs of people in the Buena Vista, Lexington and Rockbridge County community and to assure public support of United Way's efforts and its funded agencies. United Way provides leadership to meet the long term needs of the community by assessing the needs of the community helps to coordinate efforts to find the resources to meet those needs.

United Way and its funded agencies will:

- A. Assess, on a continuing basis, the need for human services and educational programs; seek solutions to address those needs; assist in the development of new services and educational programs; promote preventive activities, and foster cooperation among local, state and national agencies serving the community.
- B. Develop the financial resources – governmental, community and voluntary - to meet the human support and educational needs of the community and promote sustainability of those resources.
- C. Mobilize community support for the United Way's the funded agencies.

II. Eligibility Standards for Agencies

The United Way uses seven criteria to determine the eligibility of organizations for United Way assistance. Evidence must be submitted to United Way by providing copies of organizational by-laws and financial reports.

The criteria are:

- A. The agency must serve, but need not be limited to, the people of Buena Vista, Lexington and Rockbridge County.
- B. The agency must be an incorporated, not-for-profit organization, possessing tax-exempt status under section 501(c)(3) of the Internal Revenue Code.
- C. The agency must provide health, education, welfare, and other social services.
- D. The agency must be governed by an active, voluntary, policy-making board, that includes individuals from the Rockbridge community. The governing Board must meet at least quarterly. Minutes of Agency Board meetings must be made available to the United Way on request.
- E. The agency must not discriminate on the basis of race, religion, sex, age, or national origin in its staffing policies, use of volunteers, or provision of services.

- F. The agency must demonstrate ability to manage both its programs and its finances in accordance with generally accepted procedures. Each funded agency must make available to the United Way an annual financial report prepared by a qualified professional who is not a member of the agency's staff. A Letter of Opinion from a Certified Public Accountant must accompany reports from agencies with annual budgets exceeding \$100,000.
- G. The agency must agree to abide by the terms set forth in the Statement of Understanding. United Way reserves the right to withhold allocated funding if a funded agency fails to comply with this agreement. Allocated funding may be withheld until discussion between the agency and United Way resolves the non-compliance issue(s).

III. Additional Responsibilities of Funded Agencies

Each funded agency must agree to:

- A. Prepare and adopt a program and financial plan and submit it to United Way of Rockbridge on the forms it supplies, for UWR's annual fund distribution process and to cooperate with the UWR Allocations Committee in its reviews.
- B. Provide UWR with a year-end final report of the results and outcomes of the funded programs and/or projects. A template will be provided by UWR.
- C. Inform the United Way of Rockbridge of any significant changes in program or staffing that would the program supported by UWR.
- D. Engage in a continuing effort to make the community aware of the services the agency provides and of its membership in the United Way. It will do this by the following:
 - 1. By publicizing the agency's objectives, services, and accomplishments;
 - 2. Participating in United Way of Rockbridge public information activities;
 - 3. Acknowledging its United Way affiliation in publicity and publications and display the United Way logo on fliers, advertisements, at public functions, and at the agency's local office.
 - 4. Assist UWR to widen its public support and understanding by having at least one representative attend the United Way Annual Meeting held each February. Funded agencies are also expected to provide staff and volunteer representation at the event that launches the United Way Campaign in September.
- D. Assist UWR's annual fundraising campaign by providing information, materials and personnel for publicity purposes and campaign activities.
- E. Terminate participation with the United Way of Rockbridge if the agency is unable to meet the Eligibility Criteria and Additional Responsibilities in the Statement of Understanding, by filing a written notice of resignation with the Director of the United Way Board of Directors.

IV. Agency Fund Raising Activities

Through its unified, annual campaign drive United Way of Rockbridge provides an effective and efficient way for the local community to support a large number of agencies that provide for human service and educational needs. UWR cannot guarantee funding from year to year due to fact that the amount of funds raised fluctuates. Therefore, UWR should not be the sole source of financial support for any funded agency. Agencies have a number of other sources of funds, including government aid, foundation grants, fees for services, membership dues, endowment income, legacies, special purpose gifts, and donations from civic organizations. Agencies should regularly use these additional resources to support special needs or programs.

For the United Way of Rockbridge fund raising campaign to be successful, it must not compete with fund raising activities of its funded agencies. UWR requests that no local **major** fundraising activities by its funded agencies take place during UWR's "black-out period." Currently, this is defined as being from September 1 through October 31. Fund raising activities by a community organization that will benefit the agency are permitted.

V. Responsibilities of the United Way

United Way recognizes its duties and responsibilities to its funded agencies:

- A. To attempt to achieve its fundraising objectives.
- B. To allocate funds with due regard for the needs and purposes of the funded agencies, taking into consideration their individual fundraising abilities and other pertinent considerations.
- C. To respect funded agencies' right to determine their own policies and programs within the community.
- D. To assist both the funded agency to establish programs and financial goals. The Allocations Committee recommends agency allocations, which, with office and campaign expenses, determine the campaign goal. Final responsibility for establishing allocations and campaign goals rests with the United Way Board of Directors.
- E. To act in a responsible way as steward of the funds contributed to the United Way, fully informing the donors and its agencies of the allocations and uses of those funds.
- F. Submit United Way financial records to an annual review by a qualified financial advisor.