



Griffin-Spalding County United Way  
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## Requirements for Consideration of an Agency For Financial Support Through Griffin-Spalding County United Way

### **Policy:**

Griffin-Spalding County United Way (to be referred to hereafter in this document as “United Way”) seeks to incorporate into its annual federated drive, those voluntary nonprofit, human care organizations, both local and national, which are providing valuable services to a significant number of citizens of Spalding County (to be referred to hereafter as “service area”) by the United Way and for which there are no other identical services available. It is recognized, however, that it is neither possible nor feasible to include all such voluntary agencies in the federated drive. Therefore, the emphasis shall be on the quality and necessity of the programs and services. The applicant must recognize the financial support from the United Way is contingent upon the availability of funding.

### **Minimum Basic Requirements:**

1. Any organization desiring to become a member of the United Way shall make formal application to its Board of Directors.
2. The organization must be a non-profit organization, declared tax-exempt under Section 501© (3) of the Internal Revenue Service Code of 1954.
3. The organization must have at least one (1) year recorded of stability and performance within both fiscal and program/service areas in the community, including:
  - a. An audit from the previous fiscal year, prepared by an independent certified public accountant.
  - b. Financial statements of income and expenses for the previous three (3) years (in the United Way service area) and a proposed budget for the next fiscal year.
  - c. Service information (i.e., units is service) delivered with evaluation of service/program for the previous three (3) years of operation (in the United Way service area).
4. The organization must be registered as a charitable organization with the Georgia Secretary of State in accordance with the Georgia Charitable Solicitations Act of 1988, unless exempt from registration as set forth in the Act under O.C.G.A. § 43-17-9.
5. The program of the organization seeking admission must be reviewed by the United Way to determine the quality of the program and whether or not it is a duplication of an existing member agency program. The organization’s program will be related to other community priorities of service.

## Admission of Criteria:

Due to limited funds available to United Way, the United Way has developed a secondary set of criteria by which eligible applicants will be measured and compared:

1. The agency must meet a need not already met or capable of being met by an existing agency and demonstrate that the need is great enough to warrant the support of a separate agency to the public.
2. If the program, or service, of any agency ceases to meet a need, or should any agency cease to meet any of the other criteria for affiliation with the United Way; membership and financial assistance will be discontinued consistent with procedures established by the United Way Board of Directors.
3. The agency must undertake no new or expanded program which will require additional United Way subsidy in the immediate or long range future unless such action shall have first been approved by the United Way Board of Directors.
4. The United Way does not favor programs whose primary function is culture, legislative, public relations, formal education, economic, religious or research oriented. The definition of these functions are:
  - a. **Cultural** – those programs which teach, involve active participation in or appreciation of the arts.
  - b. **Legislative** – those programs which are intended to influence legislation at the local, state, or federal level.
  - c. **Public Relations** – those programs designed to influence opinion to a particular point of view.
  - d. **Formal Education** – those programs designed which provide academic or vocational training, or providing scholarships, tutoring or counseling for such training.
  - e. **Economic** – those programs intended to achieve financial gain for an individual or an organization.
  - f. **Religious** – Those programs intended to indoctrinate in, or carry out the intent, or practices of religious beliefs. This restriction does not apply to direct services which are by-products of religious organizations.
  - g. **Research** – those programs which are primarily investigative in nature.
5. The agency must have a local governing Board, or Advisory Committee, of not less than fifteen (15) members who serve without compensation and who shall be regular in their attendance at its meetings and otherwise take an active part in the agency's affairs. The rotating governing Board, or Advisory Committee, shall be representative of broad community interest of the service area and the constituency served by the agency. No member of the staff shall serve as a voting member of the Board. **NO BOARD MEMBER SHOULD ACT IN ANY WAY SO AS TO BE CONSTRUED AS CARRYING OUT STAFF FUNCTIONS.**
6. The agency shall have written into its by-laws, provisions for sufficient turn-over in its membership as to assure responsiveness to community needs and change.
7. The agency shall have an "Affirmative Action Policy" statement.

8. If the agency has a professional staff, they shall be qualified for their position, shall have written job descriptions and the agency shall have written personnel policies.
9. The agency, operating under multiple funding auspices must clearly distinguish, both in budget and services, those programs for which United Way support is being requested.
10. The agency agrees to support and cooperate with the United Way in the following area:
  - a. Fund-raising – assist with the raising of voluntary contribution during United Way federated drive.
  - b. Planning – planning for the needs of the total community.
  - c. Budgeting – budgeting the funds through an equitable and effective Citizen’s Review process.
  - d. Communication – communicating agency service to the public as a United Way agency.
11. The agency agrees to obtain prior approval from the United Way Board of Directors before engaging in any supplemental fund raising effort. Efforts by the agency to develop sources of income should be carried out in such a manner as to assure that:
  - a. The United Way giving base in the community will not be adversely affected.
  - b. Agency financing efforts are consistent with mutually agreed upon policies.
  - c. The United Way is fully informed and supports, in advance, special financing efforts undertaken by the agency.
12. The agency agrees to obtain prior approval from the United Way for capital funds campaign.