

# 2019-2020 Community Partner Agreement between United Way of Southwest Minnesota and «Agency»



United Way  
of Southwest Minnesota

**«Program» of «Agency» agrees to:**

1. Operate as a non-profit, tax-exempt 501(c)(3) organization, a public school, a unit of government and/or have a fiscal sponsor who meets those requirements. Please list the tax identification number (and name, if different from partner) that holds the 501(c)(3) designation for this program or is the fiscal sponsor for this program.  
Entity Name: \_\_\_\_\_ Federal Tax ID #: \_\_\_\_\_
2. Be directly accountable to the organization's board of directors or have its own local advisory committee which reports to the board of directors.
3. Use United Way of Southwest Minnesota (hereafter UWSWMN) funding for the specific program(s) solely approved by UWSWMN. All funded program(s) must impact local people living within the UWSWMN service area.
4. Maintain ongoing communication with UWSWMN and inform UWSWMN of significant changes in the funded program(s) and/or organization. UWSWMN reserves the right to withhold granted funds to the organization in the event that significant changes affect the purpose for which the funds were approved.
5. Submit a mid-year report (for reporting period July 1-December 31), final report (for reporting period July 1-June 30) and final financial statement (for reporting period July 1-June 30) to UWSWMN before deadlines.
6. Use grant funds during the UWSWMN fiscal year July 1, 2019 – June 30, 2020. Funds not expended during this timeframe shall be returned to UWSWMN unless prior authorization is obtained.
7. Conspicuously identify UWSWMN as a funding partner in local year-round educational and public relations program information. Community Partner signs are available to post where appropriate.
8. Inform and give employees, board members and/or volunteers the opportunity to contribute to the annual UWSWMN campaign.
9. Partner organizations are asked to:
  - a. Respect the spirit of cooperation on which their UWSWMN relationship is based.
  - b. Support the annual campaign through prudent scheduling of activities and events.
  - c. Respect and advocate for the fund raising efforts of UWSWMN, especially during the workplace campaigns that are completed in the fall of each year (Labor Day through Thanksgiving).
  - d. Refrain from initiating or participating in any non-United Way organized solicitation of employees at the workplace at any time of the year in the UWSWMN service area. An organized solicitation is a federated campaign in the workplace, organized with the support of the employer, through which monetary contributions are solicited from employees.
  - e. Refrain from soliciting designations of UWSWMN contributions specifically directed toward themselves or other programs/organizations.
10. Post regular robust updates on the GetConnected platform sponsored by UWSWMN at [www.UnitedWaySWMN.org](http://www.UnitedWaySWMN.org) on a quarterly basis. Updates each quarter should include specific new volunteer needs (people power), program/wish list needs (goods) and/or events. First Quarter (July 1-September 30), Second Quarter (October 1-December 31), Third Quarter (January 1-March 31) and Fourth Quarter (April 1-June 30). Updated pictures are not solely considered an update but are encouraged to keep your program site 'fresh.' We encourage partners to also cross promote your needs/events on program/agency social media platforms.

\_\_\_\_\_  
Amie Ascheman, Board Chair  
United Way of Southwest Minnesota  
June 17, 2019

\_\_\_\_\_  
Sarah Kicmal, President & CEO  
United Way of Southwest Minnesota  
June 17, 2019

**On behalf of «Program» of «Agency», the undersigned hereby acknowledge that we have read and agree to abide by the terms of this Partnership Agreement and understand that non-compliance with any of the terms of this agreement may result in removal from consideration of future grant opportunities and/or may jeopardize future quarterly payments on the grant and/or may lead to request for return of current funding to UWSWMN.**

\_\_\_\_\_  
Signature of Organization Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Organization Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Program Director

\_\_\_\_\_  
Date