

**2021-22 Community Partner Agreement  
between United Way of Southwest Minnesota  
and «Organization\_Name»**

«Organization\_Name» accepts the award of \$«Award\_Recommendation» to support their «Program\_Name» and agrees to:

1. Operate as a nonprofit, tax-exempt 501(c)(3) organization, a public school, a unit of government and/or have a fiscal sponsor who meets those requirements.
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) costs approved by UWSWMN to impact local people living within the UWSWMN service area.
4. Use grant funds during the fiscal year July 1 – June 30. Funds not expended during this fiscal year shall be returned to UWSWMN unless prior authorization is obtained.
5. **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.
6. Conspicuously identify UWSWMN as a funding partner in local year-round educational and public relations program information. Community Partner signs are available from UWSWMN.
7. Engage volunteers in your program in the most effective ways possible, while maintaining client confidentiality. This could include hands on help with people served; office assistance; and or collection of needed items to support your program/clients. We encourage partners to also cross promote your needs/events on your program/agency social media platforms. (NOTE: We have a volunteer page on our website with various volunteer opportunities and/or links to them. If you have something you would like listed, contact our office [unitedway@unitedwayswmn.org](mailto:unitedway@unitedwayswmn.org).)
8. **Submit a final report, including a financial statement (for reporting period July 1-June 30) to UWSWMN before deadline (July 22, 2022). Failure to do so may result in removal from consideration of future grant opportunities and/or may lead to request for return of funding to UWSWMN. If the final report is not received by the stated deadline, UWSWMN reserves the right to withhold, at their discretion, payment(s) on a future grant award.**

Partner organizations are also expected to:

- a. Educate employees, board members, and/or volunteers about the impact of donations to UWSWMN and give them the opportunity to contribute to the annual UWSWMN campaign.
- b. Respect the spirit of cooperation on which their UWSWMN relationship is based.
- c. Support the annual campaign through prudent scheduling of activities and events.
- d. Respect and advocate for the fund raising efforts of UWSWMN, especially during the workplace campaigns that are completed mainly in the fall of each year (Labor Day through Thanksgiving).
- e. 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.
- f. Refrain from soliciting designations of UWSWMN contributions specifically directed toward themselves or other programs/organizations.

**Additionally, partner representatives hereby acknowledge that grant payments may be adjusted based UWSWMN's ability to pay because of COVID-19 and other effects on pledge collections.**

\_\_\_\_\_  
Melanie Pedersen, Board Chair  
United Way of Southwest Minnesota  
June 21, 2021

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Sarah Kicmal, President & CEO  
United Way of Southwest Minnesota  
June 21, 2021

«Program\_Name» of «Organization\_Name»

\_\_\_\_\_  
Signature of Organization's Board President      Date

\_\_\_\_\_  
Signature of Organization's CEO      Date

\_\_\_\_\_  
Signature of Program Director,  
if different than above      Date

**United Way  
of Southwest Minnesota**

