

2020-21 Small Grant Agreement between
United Way of Southwest Minnesota
and «Organization_Name»



United Way
of Southwest Minnesota

«Organization_Name» accepts the award of \$«Recommended_Funding» to support their «PNProject_Title» and 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.
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/purpose approved by UWSWMN to improve the lives of 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 request return of funds granted to the organization in the event that significant changes affect the purpose for which the funds were approved.
5. Expend awarded funds within one year from award date or return funds to UWSWMN unless an extension is obtained.
6. Conspicuously identify UWSWMN as a funding partner in local year-round educational and public relations program information. For example: UW logo/signage at events, on social media, in thank you letter to editor, etc.
7. Inform and give employees, board members and/or volunteers the opportunity to contribute to the annual UWSWMN campaign.
8. Submit a final report, including financial statement to UWSWMN indicating program outcomes and actual use of funds within 30 days of project/program completion. Failure to do so may result in removal from consideration of future grant opportunities.

Small Grant recipients are expected 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.

Amy Herrick, Board Chair
United Way of Southwest Minnesota
February 24, 2020

Sarah Kicmal, President & CEO
United Way of Southwest Minnesota
February 24, 2020

«PNProject_Title» of «Organization_Name»

Signature of Board President

Date

Signature of Organization Director

Date

Signature of Program Director

Date