

# 2018-19 Small Grant Agreement between United Way of Southwest Minnesota and XYZ Organization



**United Way  
of Southwest Minnesota**

**Healthy Snack Program of XYZ Organization 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/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. Small Grant recipients 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.
9. Post regular robust updates on the GetConnected platform on a quarterly basis throughout the term of the grant. Updated pictures are not solely considered an update but are encouraged to keep your program site ‘fresh.’ If not already using GetConnected platform sponsored by UWSWMN, sign up as a user. We encourage partners to cross promote your needs/events on program/agency social media platforms.
10. 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.

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Amie Ascheman, Board Chair  
United Way of Southwest Minnesota  
February 25, 2019

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Sarah Kicmal, President & CEO  
United Way of Southwest Minnesota  
February 25, 2019

**Healthy Snack Program of XYZ Organization**

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

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

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