

**2023-24 Community Partner Agreement**  
**between United Way of Southwest Minnesota**  
**and «Program\_Name\_\_\_\_\_» of «Organization\_Name\_\_\_\_\_»**

**«Program\_Name\_\_\_\_\_» of «Organization\_Name\_\_\_\_\_» agrees that throughout the term of this agreement they will:**

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 their board of directors or have their 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 from July 1, 2023 through June 30, 2024. Funds not expended during this fiscal year shall be returned to UWSWMN unless prior authorization is obtained.
4. Use UWSWMN funds in compliance with all applicable anti-terrorist financial and asset control laws, statutes and executive orders. Offer all programs in compliance with all anti-discrimination laws
5. Maintain ongoing communication with UWSWMN and inform UWSWMN in writing of any programmatic or other challenges/changes affecting funded program, anticipated outputs and outcomes. Changes which materially affect the program as originally funded by UWSWMN may require approval by the UWSWMN Board of directors for continued funding. 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 program funding partner in local year-round educational and public relations information. Community Partner signs are available from UWSWMN to display at your location.
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 28, 2023). 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 expected to:**

1. 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.
2. Respect the spirit of cooperation on which their UWSWMN relationship is based.
3. Support the annual campaign through prudent scheduling of activities and events.
4. 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).

