

## United Way of Steele County Admissions Policy\*

### I. Eligibility

United Way of Steele County considers applications for admission from any incorporated, non-profit, charitable organization that provides direct human services in the area of Income, Education, or Health in Steele County.

Applicants must meet the following criteria:

1. INCORPORATED, NOT-FOR-PROFIT AND I.R.S. TAX EXEMPT

*Applicant must be a 501 [c] 3 tax exempt organization incorporated in the state of Minnesota.*

2. Direct HUMAN SERVICE PROGRAMS

*Applicant must offer services in the field of health, financial stability, education, and/or basic/crisis needs in Steele County.*

3. SERVICE BASED ON DOCUMENTED NEED(S)

*Applicant must offer human service programs that address demonstrable current or emerging needs in Steele County.*

4. NON-DISCRIMINATION

*Applicant must comply with state and federal nondiscrimination laws.*

5. COMPLIANCE WITH MN STATUTES

Applicant must comply with the Minnesota Nonprofit Corporation Act (Minnesota Statutes Chapter 317A).<sup>1</sup>

6. SOUND FINANCIAL MANAGEMENT

Applicant must demonstrate the ability to manage finances in accordance with generally accepted accounting principles, as defined by American Institute of Certified Public Accounts Guide (AICPA).

7. SOUND PROGRAM MANAGEMENT

Applicant must demonstrate sound program and evaluation planning and demonstrate measurable outcome of their services.

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<sup>1</sup> See <https://www.revisor.leg.state.mn.us/statutes>

## II. Application Process

Applications for admission to United Way of Steele County membership are accepted year-round. Organizations must submit a letter of application, not to exceed two pages, that includes the following information:

1. The mission and purpose of the applicant organization
2. A copy of applicant program's most recent formal needs assessment or, a statement describing how the community's need for the program has been determined.
3. Description of applicant program(s) that includes the target population, program activities and measurable outcomes. United Way of Steele County funds programs, not organizations, and does not fund religious instruction or provide capital or general operating funds.
4. A description of how the program is aligned with the United Way of Steele County's mission, vision, funding areas and target outcomes [see attached].

## III. Attachments

Organizations must submit the following documents with their letter of application:

1. List of current Board of Directors including addresses and phone numbers
2. Federal IRS tax determination letter
3. Organizational non-discrimination policy
4. Most recent annual audit or year-end financial statements, and year-to-date profit and loss report, budget to actual, and balance sheet
5. State Charities Annual Report
6. Federal Form 990
7. Organizational brochures
8. Agency By-Laws
9. Articles of Incorporation

## IV. Admission Determination

Admissions are made throughout the year as determined by the Community Investment Committee, which regularly meets the first Thursday of each month.

## V. Requests for Funding

After admission the typical Community Investments cycle is as follows:

1. Letters of Intent (LOI) requested by UWSC to be received in December on or before the stated deadline.
2. Grant applications (also known as Requests for Funding) due one or before the last business day in March.
3. Site visits, if requested, will happen late April.
4. Community Investments Advisory Board (CIAB) panels will convene late April- Early May and make recommendations for next calendar year funding
5. Community Investments Committee (CIC) reviews funding recommendations or at their next regular meeting) and refers to Board of Directors
6. UWSC Board of Directors makes final decision at their next meeting.

Applicants who are accepted for admission as a United Way partner agency may apply for funding in the cycle following their admission. For example: if application for admission is made ~~by~~ before December 2019, if approved for membership, agency can apply in March 2020 for 2021 program funding.

# United Way of Steele County

## Mission Statement, Vision Statement, and Outcomes

### Mission Statement:

To change lives by mobilizing and optimizing the caring power of our community.

### Vision Statement:

A sustainable and vibrant community where residents enjoy an enriching quality of life, economic opportunities, and self-sufficiency, and are secure knowing a network of human service agencies is ready to assist them if needed.

### Outcomes: United Way Programs Change Lives

1. Community members can meet their basic needs such as shelter, food, and safety.
2. Adults have the essential educational and vocational skills to be responsible, successful employees.
3. Adults have the necessary relationship skills and social support to be responsible, successful parents.
4. Community members of diverse ability, creed, color, religion, marital status, sexual orientation, sex, age, and national origins or races, overcome barriers to employment, independent living, social opportunities and civic engagement.
5. Community members live, learn, work and play in safe, empowering environments free of emotional, physical, and sexual abuse.
6. Children & youth have the skills and support needed to develop positive, healthy relationships, excel at learning, avoid drugs and alcohol, prepare for the workforce and contribute to their community.
7. Community members reduce health risks through injury and illness prevention strategies and engaging in wellness activities.
8. Community members avoid or overcome chemical dependency.
9. Community members have access to affordable vision, dental and medical care, prescription drugs and mental health services.
10. Community members overcome the impact of natural disasters and emotional, financial and legal crises.

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\* United Way of Steele County - Effective December 16, 2004; “allocation” amended to read “program grant” 2008; address change amended 2011, amended July 22, 2019