

## **General Agency Requirements**

Agencies are required to submit written descriptions of their finances and program(s) to United Way as well as attend an interview with one of the five Grant Review Teams. The material must be on current United Way forms and the material should, to the best of agencies' ability, be consistent with established funding policies and the instructions for the Grant Proposal Forms.

To be considered for partner agency status, an agency must:

- A. Maintain tax-exempt status under Section 501(c) (3) of the Internal Revenue Code and other applicable state and local regulations OR fall under the tax-exempt umbrella of a government agency, school or church.
- B. Account to the general public through publication of an annual report or other appropriate means.
- C. Agree to comply with applicable United Way of Jefferson & North Walworth Counties' agency agreement.
- D. Provide health and/or human care service(s) to the residents of Jefferson & North Walworth Counties.
- E. Show that service(s) are not primarily for the benefit of any church or synagogue, or for sectarian religious purposes.
- F. Show that service(s) are not political in nature.
- G. Demonstrate that service(s) are made available to all in the target population regardless of ability to pay.
- H. Submit a completed Grant Proposal Form and supporting documents.