

Agency and Program Requirements

Any program applying for two year impact funding must meet all of the following program and agency requirements.

Legal Requirements

- The program is run and managed by a not-for-profit agency. The agency must be a charitable, not-for-profit organization, not a foundation and must be tax exempt under Section 501(c) 3 of the Internal Revenue Service Code at the time of application.

Board Requirements

- The agency has a volunteer Board of Directors that receives no financial compensation.
- The agency Board meets at least quarterly and contains at least 8 active members.
- The agency Board make-up is representative of the service delivery area.
- The duties and responsibilities of the Board are defined in writing.

Fiscal/Administrative Requirements

- The agency has an annual Independent audit with full reporting of all agency and program expenses.
- Program expenses must be clearly separate from agency expenses.
- The agency has a written long-range strategic plan in effect for the years for which funding is being requested.

Personnel Administration Requirements

- The agency has written personnel policies, guidelines and job descriptions for program staff and volunteers.
- The agency has a written policy of non-discrimination that is enforced.

Program Management Requirements

- The program must be a health and human service program that clearly measures the outcomes and indicators for the current year's funding goals.
- The program requesting admission must be in operation for at least one year from the date of application and able to show a program operating budget and all program requirements for the year prior to application.
- Program operations must employ at least one full-time staff person or the equivalent in staff hours.
- Program services, where applicable, must meet all current licensing or accreditation requirements.

Agencies receiving United Way of Elgin funding must sign and agree to follow the United Way of Elgin Funding Agreement. Samples are available upon request.