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## **DECLARATION OF STATUS**

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All organizations that intend to apply for funds from the United Way of Gordon County (UWGC) for 2024 must complete a Declaration of Status Form and provide the corresponding budget, service data, and employer service data worksheets for either a Partner Agency or Program Grant. **Completed documents must be submitted to UWGC by January 19, 2024.**

**Organizations not providing the Declaration of Status Form and ALL completed documents by the deadline will not be considered for funding in 2024.**

All organizations seeking funds, whether Partner Agency or Program Grants, must agree to the following:

- Have a clearly stated purpose consistent with United Way's focus areas: Education, Basic Needs, and Health.
- Provide marketing pictures, success stories, and program/service outcomes.
- Use only those methods of securing other income that do not conflict with UWGC methods for garnering support.
- Cooperate with other Partner Agencies and Program Grant recipients to prevent duplication of services/programs and not add programs/services already provided by existing UWGC Agencies.

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## **PROGRAM GRANT STATUS**

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Program Grant Status allows UWGC funding to be distributed to organizations to fund direct program and program-related direct client services expenses. Organizations can submit applications for multiple programs, but the total amount requested for all programs cannot exceed \$10,000. Organizations must meet the following criteria to apply under the Program Grant Status:

- Be an established PROGRAM providing services in Gordon County for at least one year.
- PROGRAM is operated by a 501(c)(3), government entity, or religious organization.
- Maintain a representative and responsible governing board or committee that provides guidance over the PROGRAM and approves an annual PROGRAM operating budget.
- Provide the most recent 990 tax returns if 501(c)(3) or financial statement for other entities.
- Submit the required documents along with the Declaration of Status Form: budget worksheet (most recent year and current year), service data worksheet (most recent year), and Employer Service Data (annual data).
- Assist UWGC with raising campaign funds by participating in **ONE OR MORE** of the following: Unity Program Annual Awards Event (New Event Beginning April 2024), Unity Run, workplace campaigns, and campaign kick-off events. Existing support will be considered for future funding decisions.
- Assist in marketing the efforts of UWGC by recognizing funds received in a press release with pictures and social media postings. Additional recognition is **OPTIONAL**: displaying signage with the UWGC logo on its property, offices, stationary, social media, publications, and other mutually beneficial procedures.
- Optional: Conduct an annual UWGC workplace campaign.

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## PARTNER AGENCY STATUS

Partner Agency Status allows UWGC funding to be distributed to organizations to fund programs, projects, and organizational or operating expenses. Organizations requesting \$10,001 or more must meet the following criteria to apply under the Partner Agency Status:

- Be an established 501(c)(3) organization providing services in Gordon County for no less than three years. Must have an office located in Gordon County and be able to verify funds will be utilized in Gordon County.
- Be incorporated under the laws of the State of Georgia, having a current registration with the Georgia Secretary of State, and having a current Charitable Organization Permit.
- Maintain a representative and responsible governing board with active control over its operations, serving without compensation. The Board must govern under a Board approved By-Laws document that includes a term limit, board selection process, and conflict of interest policy. Must provide the Board approved By-Laws document when submitting the Partner Agency Application.
- Have a Board approved Employee Handbook that includes, at a minimum, appropriate Equal Opportunity Policy, Conflict of Interest, Confidentiality, and Compensation policies. You must provide the Board-approved Employee Handbook document when submitting the Partner Agency Application.
- Provide the most recent 990 tax returns for the organization.
- Submit the required documents along with the Declaration of Status Form: budget worksheet (five years of financial data), service data worksheet (five years of service data), and Employer Service Data (annual data).
- Assist UWGC with raising campaign funds by participating in **EACH** of the following: Unity Program Annual Awards Event (New Event Beginning April 2024), Unity Run, workplace campaigns, and campaign kick-off events. Existing support will be considered for future funding decisions.
- Assist in marketing the efforts of UWGC by displaying signage with the UWGC logo on its property, offices, stationary, social media, publications, and other mutually beneficial procedures.
- Conduct an annual UWGC workplace campaign.



DECLARATION OF STATUS FORM

All organizations that intend to apply for funds from the United Way of Gordon County (UWGC) for 2024 must complete a Declaration of Status Form and provide the corresponding budget, service data, and employer service data worksheets for either a Partner Agency or Program Grant.

STATUS FOR 2024 FUNDING

Partner Agency

- Budget Worksheet Attached with all tabs completed, including Agency Budget, Budget Questionnaire, Service Data, and Employer Service Data
I have provided at least (5) Agency Marketing Pictures and (1) Success Story
I have provided a (1) Page Agency Overview with Program and Contact Information

Program Grant

- Budget Worksheet Attached with all tabs completed, including Agency Budget, Budget Questionnaire, Service Data, and Employer Service Data
I have provided at least (2) Agency Marketing Pictures and (1) Success Story

NAME OF ORGANIZATION

NAME OF ORGANIZATION DIRECTOR/CEO

Signature

Date

NAME OF ORGANIZATION BOARD OR COMMITTEE CHAIR

Signature

Date

RETURN COMPLETED FORM TO STACY LONG AT SLONG@GORDONCOUNTYUNITEDWAY.ORG.

Organizations not providing the Declaration of Status Form and ALL completed documents by the deadline will not be considered for funding in 2024. Completed documents must be submitted to UWGC by January 19, 2024.