

# ELIGIBILITY REQUIREMENTS

## PARTNERS/GRANTEES



United Way of  
Gordon County

### Eligibility Requirements

Each application will be reviewed for compliance by a panel of local volunteers led by a United Way of Gordon County Board Member. A list of our current community partner/grantee programs are on the United Way website, [gordoncountyunitedway.org](http://gordoncountyunitedway.org).

### To be eligible to apply, the partner/grantee must:

- Have a clearly stated organizational purpose consistent with United Way's focus areas: Education, Basic Needs, and Health by providing a needed service for Gordon County. (Both Partners/Grantees applicants)
- Be incorporated under the laws of the State of Georgia or other jurisdiction meeting Georgia Standards, as a non-profit voluntary organization, or otherwise be approved by the United Way Board of Directors. (Partner applicants only)
  - Be qualified as a 501 (c)(3) organization in the State of Georgia, and shall submit a copy of such determination to this United Way. (Partner applicants only)
  - Must annually register as a Charitable organization with the Georgia Secretary of State - Corporations Division (Partner applicants only)
- Maintain a representative and responsible governing board or committee with active control over its operations which serves without compensation. This board has members who periodically rotate off the board on a planned basis and meets at least quarterly. (Both Partners/Grantees applicants)
- Have an appropriate Equal Opportunity Policy along with an implementation plan which shall provide for the selection of board and staff, as well as the delivery of services without discrimination. (Both Partners/Grantees applicants)
- Use only those methods of securing other income which do not conflict with the United Way's methods in garnering support. (Both Partners/Grantees applicants)
- Cooperate with the United Way in the review of the agency's programs, services and budgets. It shall furnish such data as may be required by United Way for such reviews. (Both Partners/Grantees applicants)
- Make available a copy of one type of financial review; it can be an internal or external audit. This can be done by your board or a CPA. See the below list for different types of accepted audits below. Any of the listed financial reviews are acceptable by United Way. (Partner applicants only)

### Financial review with your board/CPA

**(These are the types of financial reviews that United Way will take. Choose one.)**

- Financial review with your board and/or a CPA
  - Independent audit by a CPA
  - Financial compliance check by a CPA
  - Internal audit done by your Board of Directors
  - External Audit by a CPA
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- Have a program which has demonstrated its usefulness and support from the community for, normally, a period of at least one year prior to consideration of the application for support. (Partner applicants only)

**United Way Community Partners must share with United Way the responsibility of being accountable to the community for the expenditure of United Way funds by systematically collecting and regularly reporting the following in a timely manner:**

- o The organization's financial status, including operating costs, revenues, and reserves as well as program expenses and revenues
- o Service demographics and statistics
- o Participant and program outcomes
- o Documentation showing its effectiveness and efficiency in providing program activities
  - Services must be rendered to all or some part of the area of solicitation of funds for the United Way and shall generally meet a need not filled by an existing agency or agencies and one which cannot appropriately be performed by an existing United Way agency.
  - The United Way Partner shall cooperate with other agencies in preventing a duplication of service/program.
  - The United Way Partner/Grantee shall, in every particular manner as a recipient of United Way dollars, display the United Way logo on its property, offices, stationery, social media, publications, and/or through other procedures which would be mutually beneficial in the promotion of the United Way and the Partner.  
(Both Partner/Grantee applicants)
  - Conducts an annual United Way workplace campaign.

**Partners/Grantees shall sign the following and return to United Way with their application:**

- Application and supporting documents
- Declaration of Status
- Beneficiary Data Sheet
- UWGC Budget Form
- Patriot Act Statement
- Code of Ethics
- Statement of Agreement



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Gordon County**