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United Way Application [1989-1990]

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UNITED WAY OF THE TEXAS GULF COAST

VENTURE GRANTS

1989-90

REQUEST FOR PROPOSALS

The United Way has established a Venture Grant fund of \$300,000 for the year beginning January 1, 1990, to give added flexibility and responsiveness to the United Way fund distribution process. Venture Grants improve our ability to solve serious community problems with innovative strategies, providing time-limited support for the start-up, development, or stabilization of new and untried service projects. Venture Grants are not for ongoing support of established programs.

MAXIMUM GRANT: \$60,000

MAXIMUM FUNDING PERIOD: 12 Months

MINIMUM GRANT: \$10,000

EARLIEST AVAILABILITY: January 1, 1990

DISALLOWED COSTS: Under most circumstances, capital acquisitions will not be approved.

ELIGIBILITY

Proposals are requested from any agency, community organization, coalition or other group (not individuals) which meets all of the following criteria:

1. Incorporated in Texas as a not-for-profit organization; in the case of a coalition or other collaborative group, this would apply to at least one participant of the group.
2. Certified by the IRS as tax-exempt; in the case of a coalition or other collaborative group, this would apply to at least one participant of the group.
3. Provides health and/or human care services primarily to people in Fort Bend, Harris, Montgomery, or Waller Counties, Texas (four county area).

Only one proposal should be submitted per organization, group or agency.

TARGET PROBLEM

Low-income, minority neighborhoods in large cities are becoming the breeding ground of youth gang activity. Usually centered around narcotics and burglaries, youth gang activities are becoming more and more serious in Houston. It's clear that underlying problems facing these high-risk youth include parental neglect and abuse, drug abuse, poor school achievement, teen pregnancy, and lack of employable skills. Proposals for innovative projects addressing the problems of high-risk youth should demonstrate the effectiveness of new strategies that prevent these problems from developing or becoming critical. Examples of projects which would be given highest funding consideration include (not in ranked order):

- o Basic education tutorials and/or job skills training to overcome poor school achievement, illiteracy, and unemployment.
- o New approaches to prevent and halt drug abuse.
- o Community based before and after school activities that are constructive, meaningful, and attractive to high-risk youth/teens.
- o Structured social group activities for children/youth and their parents designed to improve communication, understanding, and value formation.
- o Teen parenting classes to enhance early childhood development, and nurturing and strengthening of parent-child relationships to prevent child neglect, abuse, and inadequate supervision.

APPLICATION PROCESS

The attached application is to be completed, including all requested information and any additional documentation noted below, and submitted by July 14, 1989 to:

United Way of the Texas Gulf Coast
Needs Assessment and Allocations
P. O. Box 130668
Houston, Texas 77219-0668

Use only the attached forms, and type all information. Do not alter the forms, retype questions on another page, or add additional pages except those noted below. Do not attach or enclose with the application any brochures, newspaper articles, support letters, other proposals, or information other than that requested.

Proposal Checklist

The following represents a completed Venture Grant proposal:

- o Completed Sections 1, 2, 3, and 4 of the attached application.
- o Funding Agreement, Section 5 of the application, signed by the chief volunteer officer and the executive director of the applicant agency or group. In the case of a coalition, this would apply to the lead organization of the group.
- o Copy of the letter from the IRS confirming tax exempt status of either the applicant agency or, in the case of a coalition, the lead agency of the group.
- o Estimates for any major equipment or materials purchases (attach to Section 4). In most circumstances, United Way Venture Grants will not be approved for capital acquisitions (typewriters, computers, autos and vans, furniture, etc.), unless there is very strong justification for such expenditures.
- o Although matching funds are not required, if matching funds from another source are budgeted, include a letter from the source affirming availability, intent, matching formula, and any conditions or restrictions.
- o A current roster of the applicant's governing board, including: name, home address, employer, occupation, age, race, sex, total years on the board, and term expiration date. If the applicant is a coalition or other collaborative group with no board of its own, provide a roster (with all the information noted above) of a volunteer project advisory committee composed of members of the board of the participating organizations, indicating for each person the organization represented.
- o A copy of the applicant's charter, or, in the case of a coalition, the charter of the lead agency of the group.
- o A copy of the latest financial audit, or current unaudited financial statements if no audit is available for the applicant agency. In the case of a coalition, this would be for the lead organization of the group.

Incomplete proposals (including all required supporting documentation), and any proposal submitted after the established deadline, will be considered non-responsive.

For information and assistance, contact Ed Henderson at (713) 525-8579.

PROPOSAL REVIEW CRITERIA

Each applicant should develop a proposal that best fits the applicant's ability to address the Venture Grant target problem or strategies. This may or may not include any or all of the elements noted below, which are the primary criteria to be used by the United Way in evaluating and selecting proposals for funding.

Applicant Organization

1. The mission and function of the applicant organization is consistent with conducting the proposed project.
2. There is evidence that the applicant organization is capable of successfully implementing the proposed project.
3. The applicant organization (or its coalition parties) is governed by a volunteer board of directors of adequate size, background and diversity to be effective.

Project Plan

1. The project is focused on direct services to persons affected by one of the problems identified in the United Way priorities implementation plan.
2. New, different, or innovative approaches to solving a problem will be undertaken.
3. Collaboration of different organizations and/or groups will occur to achieve better and more cost-effective results.
4. Effective and appropriate use of volunteers and other in-kind contributions are included to keep project costs at a minimum.
5. There are realistic service objectives in relation to the resources and effort to be expended.
6. The criteria for measuring achievement of the service objectives are clear.
7. Client eligibility requirements and other operational procedures do not impose unacceptable barriers to service access and utilization.
8. There is a sound plan for sustaining the project service in some form, or for using its findings for the improvement of other needed services, after the venture grant is exhausted.
9. The plan includes a realistic implementation schedule.

Finance

1. There is evidence that the applicant agency, or the lead agency of the coalition, has in place an adequate accounting system and financial controls.
2. There is evidence that the proposed project cannot be implemented without the United Way venture grant.
3. There is a realistic operating budget for the project.
4. If the venture grant is going to be matched by another funding source, there is assurance that those other funds are actually available.

PROPOSAL REVIEW PROCESS

A committee of United Way volunteers will review all completed proposals, and will recommend venture grant awards, following the criteria noted earlier. At the discretion of this committee, there may be requests for additional information, meetings and/or site visits with applicants. Final review and approval of the recommendations is expected to be completed by November 3, 1989. Actual venture grant funding would begin January 1, 1990.

There will be no appeal of the review process or results.

MONITORING

The applicant agency or group must submit periodic (at least quarterly) progress reports and financial statements to the United Way for the funded project. The actual frequency and composition of the reports will be determined by the United Way at the time grants are awarded.

The United Way can terminate a venture grant at any time.

At the end of the venture grant funding period, the applicant will be expected to submit a final report to the United Way that clearly accounts for the expenditure of all of the venture grant funds provided. The United Way retains the right to recover any unexpended or improperly expended venture grant funds.

FUNDING PERIOD

Each venture grant normally will be limited to one-time support of a project for no longer a period than 12 months. The 1989-90 funding period will begin January 1, 1990.

At its discretion, the United Way may consider continued funding of a project beyond the first year, either through another venture grant or some other means.

OTHER CONDITIONS

Venture Grant recipients that are not otherwise affiliated with the United Way are not required to comply with the restrictions on fundraising placed on agencies affiliated with the United Way of the Texas Gulf Coast.

Venture Grant recipients that are not otherwise affiliated with the United Way are not eligible to participate in the United Way's centralized employee benefits and retirement plans.

APPLICANT INFORMATION

1(a) Project Name: _____

(b) Name of Applicant Agency or Group: _____

(c) Amount of Venture Grant funding requested from the United Way: \$ _____

(d) Total unduplicated number of people to be served by this project: _____

(e) Contact Person (individual authorized to make commitments on behalf of the Applicant):

Name of Contact Person _____

Position Title _____ Phone # _____

Address _____ Zip _____

(f) Lead Agency for Coalition

If the applicant is a coalition or other collaborative group, at least one participating organization must be tax-exempt (include copy of IRS letter and Texas charter with application) and agree to serve as the lead agency and fiscal agent for the group. This organization must have in place adequate financial controls and an accounting system, as stipulated in the Funding Agreement. If this applies, identify below the lead organization.

Name of Lead Organization _____

Attach a completed Funding Agreement (Section 5) signed by officials of the applicant agency or the lead organization of the applicant coalition or group.

(g) What is the mission of the applicant organization, how long has it been operating in the local community, and what services does it provide currently?

PROJECT DESCRIPTION

2(a) Describe briefly the project for which funding is requested, and how this addresses the Venture Grant target problem.

(b) What is new, different or innovative about this project? How will this project serve needs not presently being met by other agencies or groups?

(c) If this project is a collaborative effort, describe the role and responsibilities each participant has in it. Identify any cost savings and/or service enhancement resulting from this collaboration.

What is the project's plan of operations? Indicate how people needing the service will learn about it and use it, specifying:

2(d) Service Location(s) and Hours of Operation

(e) Referral Sources

(f) Eligibility Requirements

(g) Service Fees

(h) Usual Frequency & Duration of Client Contact/Participation in Program

(i) Client Discharge/Termination Criteria

(j) Plan to Advertise and/or Promote this Service

2(k) List two or three major measureable objectives for this project (Example: To employ "x number" of youth during summer of 1990). Include key activities needed to achieve each objective, and the specific criteria by which objective achievement will be evaluated (Example: number of teen parenting classes scheduled and attended).

(l) In addition to evaluating each objective, how and when will the overall success of the project be determined?

IMPLEMENTATION SCHEDULE

Start Date/End Date Brief Statement of Major Activities to Implement Project

BUDGET INFORMATION

- 4(a) What is the total current annual budget (if any) of the agency or applicant group, excluding the money being requested from the United Way? \$_____ List the major source(s) of this funding (government, grants, thrift shops, etc.):
- (b) What is the current total amount of the agency's or applicant group's unrestricted cash and short-term investments, if any? \$_____
- (c) PROJECT BUDGET FOR PERIOD BEGINNING _____ AND ENDING _____ (Give dates)

	United Way Venture Grant	Matching Funds(1)	Other Funds(2)	In-Kind Contri- bution	Total
TOTAL INCOME	\$	\$	\$	\$	\$
EXPENSES:					
Salaries, employer share of benefits, payroll taxes, etc					
Supplies					
Telephone					
Postage & Shipping					
Occupancy-rent and utilities					
Rental and maintenance of equipment (type- writers, computers, copiers, etc.)					
Printing/publica- tion costs (design and printing of brochures, etc.)					
Travel (out of town and local)					
Major equipment or materials acquisition (3)					
Direct assistance to clients (4)					
Other (specify)					
TOTAL EXPENSES	\$	\$	\$	\$	\$

- (1) If matching funds are shown, attach a letter from the source affirming availability, intent, matching formula, and any conditions or restrictions.
- (2) May include individual donations, service fees, use of agency reserves, etc.
- (3) Attach estimates for any major equipment or materials acquisition costs.
- (4) May include rent or utilities payments, food vouchers, etc.

4(d) Specify the sources and amounts for the "other funds", if any, in this budget, and explain if there are any conditions or restrictions on these funds.

(e) Indicate the planned staffing of this project.

	Paid		Volunteer	
	Full Time (40 hr/wk)	Part Time	Full Time (40 hr/wk)	Part Time
Number of managers and professionals, by position title:	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Number of support staff (clerical and others)	_____	_____	_____	_____
Total Project Staff	_____	_____	_____	_____

(f) Describe how costs for this project are reduced through the use of volunteers and other in-kind contributions, or how resources are increased through leveraging of matching funds not otherwise available.

(g) Will this project be needed after the United Way Venture Grant expires? _____
If so, what is the plan for continuation of the service beyond that time?

FUNDING AGREEMENT (page 1 of 2)

This signed Funding Agreement is a required part of the Venture Grant application.

By signing this agreement, the applicant agency, or lead organization of the coalition or collaborative group certifies that the information included in this application is factual and a true representation of the proposed project, and agrees to meet the following requirements upon accepting a United Way venture grant.

The applicant agency or lead organization of the group must:

- 1 be tax-exempt;
- 2 be incorporated in Texas as a not-for-profit organization;
- 3 have an accounting system capable of maintaining a separate fund account for the United Way Venture Grant funded project;
- 4 maintain complete and accurate records, both financial and service, documenting implementation of the Venture Grant project;
- 5 submit periodic progress reports and financial statements to the United Way for the funded project;
- 6 notify the United Way immediately of any material change in the project plan, as described in the application;
- 7 operate in compliance with all applicable statutes, licensing and government code requirements;
- 8 at the end of the Venture Grant funding period, submit a final report to the United Way that clearly describes achievements of the project and accounts for the expenditure of all Venture Grant funds provided;
- 9 assure a complete accounting for all United Way funds received and spent, and agree to promptly return to the United Way at the end of the Venture Grant funding period any unexpended or improperly expended United Way funds.

Project Name _____

Name of Applicant Agency or Lead Agency of Group _____

Address _____

Chief Volunteer Officer (Type)

Executive Director (Type)

By: _____
Signature

By: _____
Signature

Date: _____

Date: _____

If applicant is a coalition or other collaborative group, also complete page 2 of the Funding Agreement.

FUNDING AGREEMENT (page 2 of 2)

If applicant is a coalition or other collaborative group, the chief volunteer officer and executive director of each of the participating organizations are required to sign the Funding Agreement below, certifying that the organizations indicated are actually part of the coalition or group.

Project Name _____

Participating Organization

Organization Name _____

Address _____

Chief Volunteer Officer (type)

Executive Director (type)

By: _____
Signature

By: _____
Signature

Date: _____

Date: _____

Participating Organization

Organization Name _____

Address _____

Chief Volunteer Officer (type)

Executive Director (type)

By: _____

By: _____

Date: _____

Date: _____

Participating Organization

Organization Name _____

Address _____

Chief Volunteer Officer (type)

Executive Director (type)

By: _____

By: _____

Date: _____

Date: _____

FISCAL AGENT AGREEMENT

This signed Fiscal Agent Agreement must be included with final application if applicant group is not a tax exempt organization. (See question #1 d, Section 1).

The fiscal agent must:

- 1 be tax exempt;
- 2 have an accounting system capable of maintaining a separate fund account for the United Way Venture Grant funded project;
- 3 submit periodic financial reports to the United Way on behalf of the applicant;
- 4 ensure that any United Way funds unspent or improperly spent within the Venture Grant funding period are returned to the United Way;
- 5 remain in operation until all program and financial reporting requirements have been satisfied.

The United Way Venture Grant funds should be included in fiscal agent's regular annual audit, a copy of which will be submitted to the United Way.

Please type:

APPLICANT AGENCY OR GROUP

FISCAL AGENT ORGANIZATION

Name_____

Name_____

Contact Person_____

Contact Person_____

Title_____

Title_____

Address_____

Address_____

City_____

City_____

State_____ Zip_____

State_____ Zip_____

This certifies that _____ (agency) agrees to serve as the fiscal agent for _____ (applicant group), and receive and disburse funds from the United Way on behalf of the applicant.

Applicant Group Contact Person (Print) _____

Authorized Signer for Fiscal Agent, Title _____

By: _____
Signature

By: _____
Signature

_____ Date

_____ Date

NOTE: Be sure to attach copy of letter from Internal Revenue Service confirming fiscal agent's tax exempt status.

United Way of the Texas Gulf Coast

AGENCY ADMISSIONS
ELIGIBILITY APPLICATION CHECKLIST

1989-90

DATE PREPARED _____ AGENCY _____

An application to the United Way for a determination of eligibility for admission into a funding affiliation consists of (A) this completed checklist along with all documents and materials described below, reproduced in clearly legible form, (B) the completed Application forms, and (C) the signed original Applicant Agreement, delivered to the United Way office at 1010 Waugh Drive, P. O. Box 130668, Houston, Texas 77219, no later than 5:00 p.m. on June 30, 1989.

<u>SUBMITTED</u>		<u>DOCUMENTS</u>
<u>YES</u>	<u>NO</u>	
_____	_____	Certificate of Incorporation in Texas
_____	_____	Articles of Incorporation
_____	_____	IRS Letter Certifying 501(c)(3) Tax-Exempt Status
_____	_____	IRS Tax Form 990T Filed Last Year
_____	_____	Current Licenses and Certificates of Accreditation and Governmental Code Compliance
_____	_____	Resumes and Current Job Descriptions of the Executive Director, One Program Manager or Supervisor, and Three Direct Service Staff (Paid or Volunteer)
_____	_____	Current Agency Bylaws, Including Policies on Board Member Eligibility, Term of Office, and Conflict of Interest
_____	_____	Complete Board Meeting Minutes for the Past 12 Months
_____	_____	Most Recent Audited or Compiled Financial Statements, Including Balance Sheets.

IF ANY OF THE ABOVE DOCUMENTS ARE NOT SUBMITTED, EXPLAIN BELOW:

United Way of the Texas Gulf Coast

AGENCY ADMISSIONS
ELIGIBILITY APPLICATION

FORM **1**

Date Received
at United Way: _____

APPLICANT AGENCY _____

STREET ADDRESS _____ ZIP _____

MAILING ADDRESS, IF DIFFERENT _____ ZIP _____

EXECUTIVE DIRECTOR _____ PHONE _____

MISSION OF THE ORGANIZATION:

DATE WHEN SERVICE DELIVERY FIRST BEGAN: _____

BRIEF HISTORY OF ORGANIZATION'S DEVELOPMENT TO PRESENT:

PRIMARY TARGET POPULATION AND GEOGRAPHIC AREAS SERVED CURRENTLY:

CLIENT AND FINANCIAL SUPPORT PROFILE

FORM 2

DATE PREPARED _____ AGENCY _____

PROFILE OF PEOPLE SERVED BY THE AGENCY DURING EACH OF THE TWO MOST RECENT YEARS

Year Ended:

Month/Day/Year

Month/Day/Year

AGE	RACE/ETHNICITY
0- 4 years _____	Asian _____
5- 9 years _____	Black _____
10-19 years _____	Hispanic _____
20-29 years _____	White _____
30-39 years _____	Other _____
40-49 years _____	
50-59 years _____	<u>GENDER</u>
60-69 years _____	Female _____
70 + years _____	Male _____

AGE	RACE/ETHNICITY
0- 4 years _____	Asian _____
5- 9 years _____	Black _____
10-19 years _____	Hispanic _____
20-29 years _____	White _____
30-39 years _____	Other _____
40-49 years _____	
50-59 years _____	<u>GENDER</u>
60-69 years _____	Female _____
70 + years _____	Male _____

TOTAL SERVED: _____

TOTAL SERVED: _____

TOTAL ACTUAL INCOME AND EXPENSES OF THE AGENCY IN EACH OF THE TWO MOST RECENT YEARS

Year Ended:

Month/Day/Year

Month/Day/Year

INCOME DETAIL BY SPECIFIC SOURCES

TOTAL INCOME

TOTAL EXPENSES

SURPLUS OR (DEFICIT)

PROGRAM DESCRIPTION AND
SERVICE DELIVERY REPORT

FORM **3**

DATE PREPARED _____ AGENCY _____

PROGRAM NAME _____

COMPLETE ONE FORM FOR EACH PROGRAM OF THE ORGANIZATION FOR WHICH UNITED WAY FUNDING SUPPORT WILL BE REQUESTED

PROGRAM DESCRIPTION, Including: A) program goals; B) community and/or individual problem(s) primarily addressed; C) type(s) of service provided; D) client eligibility criteria; E) location(s) and operating hours, and F) usual client referral sources.

<u>SERVICE DELIVERY REPORT</u> : Quantified measurements of the three primary objectives of this program, for each of the two most recent years.		
OBJECTIVES	ACHIEVEMENTS FOR YEARS ENDED	
	Month/Day/Year	Month/Day/Year

DATE PREPARED _____ AGENCY _____

A) ATTACH TO THIS FORM A CURRENT STAFFING ORGANIZATION CHART.

B) LIST ALL CURRENT PAID AND VOLUNTEER STAFF POSITIONS, INDICATING PRIMARY PROGRAM/SERVICE ASSIGNMENT, WORK HOURS PER WEEK, AND ANNUAL SALARY.

<u>Position Title</u>	<u>Program/Service Assignment</u>	<u>Hours/ Week</u>	<u>Annual Salary</u>
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C) NUMBER OF VOTING MEMBERS IN ATTENDANCE AT EACH MEETING OF GOVERNING BOARD FROM JANUARY 1988 THROUGH DECEMBER 1988. WHAT CONSTITUTES A QUORUM?

January _____	May _____	September _____
February _____	June _____	October _____
March _____	July _____	November _____
April _____	August _____	December _____

D) PROFILE OF GOVERNING BOARD BY TENURE, RACE/ETHNICITY, AND SEX, AS OF (DATE)* _____

Years of Services on Governing Board	Number by Race/Ethnicity and Sex											
	White		Black		Hispanic		Asian		Other		Total	
	M	F	M	F	M	F	M	F	M	F	M	F
20 years or more												
10 - 19 years												
5 - 9 years												
2 - 4 years												
Less than 2 years												
TOTAL BY SEX												
TOTAL BY RACE/ETHNICITY												

E) TOTAL AGENCY PAID STAFF AS OF (DATE)* _____.

	Number by Race/Ethnicity and Sex											
	White		Black		Hispanic		Asian		Other		Total	
	M	F	M	F	M	F	M	F	M	F	M	F
TOTAL BY SEX												
TOTAL BY RACE/ETHNICITY												

F) TOTAL AGENCY VOLUNTEER PERSONNEL, EXCLUDING BOARD MEMBERS, AS OF (DATE)* _____.

	Number by Race/Ethnicity and Sex											
	White		Black		Hispanic		Asian		Other		Total	
	M	F	M	F	M	F	M	F	M	F	M	F
TOTAL BY SEX												
TOTAL BY RACE/ETHNICITY												

*To be the most recent date for which the information is readily available, not to exceed six months from the time this application is submitted.

FORM 5

ROSTER OF AGENCY GOVERNING BOARD AS OF (DATE)_____

NAME	OCCUPATION AND EMPLOYER	RESIDENCE MAILING ADDRESS, ZIP CODE	TOTAL YEARS ON BOARD	DATE CURRENT TERM EXPIRES	# MTGS. INVITED/ # MTGS. ATTENDED YEAR END* (DATE) :	INVITED	ATTENDED
<u>BOARD OFFICERS:</u>							
<u>MEMBERS:</u>							

*Number of meetings to which each member was invited and number actually attended during the most recent 12-month period ended on the date indicated. If necessary, continue list on additional sheets, including all the requested information.

United Way of the Texas Gulf Coast

AGENCY ADMISSIONS ELIGIBILITY REQUIREMENTS
AND APPLICANT AGREEMENT

Introduction

The following eligibility requirements have been developed to assist in evaluating organizations applying for admission to the United Way. If should be realized that, in addition to these Requirements, the United Way must take into account other factors in making a determination of eligibility or in deciding whether to provide financial support. Among these are the capacity to finance additional agencies and programs; the relative needs of the community; funding available from other sources; the best use of voluntary funds and resources; and the maximum impact that can be made on community problems with the limited resources of the United Way. Consequently, decisions on admissions made by the United Way are based on the integration of all these factors.

ELIGIBILITY REQUIREMENTS
(effective June, 1986)

1. As of the United Way admissions application deadline, the organization must be:
 - a. incorporated in Texas and exempt from federal income tax as a non-profit organization under section 501(c)(3) of the Internal Revenue Code;
 - b. in compliance with annual filing and payroll tax reporting/payment requirements of the Internal Revenue Service;
 - c. in continuous operation and delivering services consistently for a minimum of two consecutive years, evidenced by an established record of meaningful service utilization levels and adequate community support through financial and volunteer contributions; and
 - d. operating on a nondiscriminatory basis with regard to sex, age, race, religion and national origin, although services addressing the needs of a specific group shall not be excluded from receiving funding.
2. Services for which funding is sought must:
 - a. be delivered within the United Way geographic service area of Harris, Fort Bend, Montgomery and/or Waller Counties;
 - b. clearly address a current United Way funding priority, and not duplicate a presently supported service;
 - c. not function primarily to advocate any particular religious or political beliefs;
 - d. have well-defined, realistic, and measurable service objectives in writing, with evidence that prior year objectives have been met and current objectives are being met;
 - e. operate in compliance with all applicable licensing, accreditation, and governmental code requirements; and
 - f. be managed and provided by staff and/or volunteers with appropriate qualifications.
3. The organization must have a voluntary, local Board of Directors which:
 - a. is of adequate size, background and diversity to effectively represent, govern, and set policy for the organization;
 - b. is actively involved in obtaining financial and volunteer support for the organization through every available means;
 - c. has adopted and adheres to written, generally acceptable policies on Board membership rotation, length of service, and conflict of interest (e.g., no Board member receives money or other financial benefits from or through the agency);

- d. meets to conduct agency business at least four times a year, with at least 50% attendance at each regularly called meeting; and
 - e. has written minutes for each Board meeting that adequately document the attendance, deliberations, and decisions of the Board for at least one year prior to the United Way admissions deadline.
4. Upon entering into a funding affiliation with this United Way, the organization agrees to abide by all the Policies for Affiliated Agencies and, in particular, the organization upon receiving United Way funding agrees:
- a. to forego the solicitation of operating funds from the general public or the business sector at any time, nor to conduct any fundraising activities during the annual United Way campaign (generally August through November);
 - b. to prepare all financial reports using the accrual basis of accounting and conforming in content and format with generally accepted accounting principles;
 - c. to submit all required reports when due, including a proposed and a revised budget every year, quarterly performance and status reports, an annual statistical report on persons served by the agency, and an annual financial audit and management letter by an independent Certified Public Accountant, beginning with the first year of United Way funding;
 - d. to identify itself as a United Way agency with signage at all service locations, by printing the United Way name and logo on agency stationary, newsletters, and pamphlets, and by noting its United Way affiliation in all other communications with the public; and
 - e. to participate fully in the annual United Way fundraising campaign, and in all other areas of mutual interest and benefit.

APPLICANT AGREEMENT

Upon making application for admission into a funding affiliation with the United Way of the Texas Gulf Coast, it is hereby affirmed that the applicant organization

(name) _____

(mailing address) _____

is in full compliance with all current Agency Admissions Eligibility Requirements of this United Way, and, upon entering into a funding affiliation with this United Way, it is hereby agreed that this applicant organization will maintain full compliance with these Requirements as well as with the United Way Policies for Affiliated Agencies, attested to by the following official representatives of said applicant organization:

Chief Volunteer Officer (type)

Executive Director (type)

By: _____
(signature)

By: _____
(signature)

Date: _____

Date: _____

Return the original of this signed agreement to the United Way as part of the Eligibility Application Package.