

## APPLICATION FOR FINANCIAL PARTICIPATION

Date of Application:

Name of Organization:

Address:

City:

State:

Zip:

Telephone #:

Local Director:

Address:

Telephone #:

Is Agency tax exempt?

yes  no

501 (c)3 #

### Allocations to be Received (June Distribution)

Last Years' Waseca Area United Way allocation (to be received in June this year):

This Year's Total Annual Budget:

What percent was this allocation of the total budget?

Describe the programs supported by the allocation.

--	--

--	--

### Allocation Requested (June Distribution)

Your request from the Waseca Area United Way (to be received in June this Year):

What percent is the request of your entire budget?

Describe the programs that the funds requested will support, and mark with an asterisk

those programs that no other Agency offers:

--	--

--	--

What percentage of your request will be used for administrative purposes?

On a separate piece of paper, please describe what specific service your agency provides for a single \$ 25.00 donation - for a \$ 50.00 - for a \$ 100.00?

What is your membership fee or charge for services?

--	--

**Application for Financial Participation (page two)**

What % of the requested WAUW allocation will be used in Waseca County?			
How do you arrive at this figure?			
<b>Unduplicated</b> number of persons you actually served in Waseca <input type="text"/> Janesville <input type="text"/> New Richland <input type="text"/> Waldorf <input type="text"/> or outlying county <input type="text"/>			
<b>Unduplicated</b> number of units you actually served in Waseca <input type="text"/> Janesville <input type="text"/> New Richland <input type="text"/> Waldorf <input type="text"/> or outlying county <input type="text"/>			
How do you arrive at these figures?			
Have you or do you expect to receive grants from the City, County, State or the Federal Government which are available for local expenditures? <input type="checkbox"/> yes <input type="checkbox"/> no			
If yes, please indicate amount, type and year.			
Do you receive support from any other funding agency in Waseca County? <input type="checkbox"/> yes <input type="checkbox"/> no			
If yes, please indicate the agency, amount and year.			
What fund raising efforts will be conducted during the next year? (See C-3 and 4 of the Agency Agreement.)			
Activity	Net \$ Results	Area Covered	Month Conducted
How do you promote your United Way affiliation?			
Is your agency audited annually by an independent auditor? <input type="checkbox"/> yes <input type="checkbox"/> no			
Please include a copy of your 501(c)3 with this application, the enclosed revenue and expense form, an audited financial sheet and financial balance sheet. If you care to make additional remarks relative to your request, you may do so on an attached sheet. Any other information which will help the budget committee in its decision process is also appreciated.			
Enclose any items required by agency agreement - Section C, paragraph 1.			

*Application for Financial Participation Addendum (page three)*

**For Applicants Requesting \$5000 or greater from The Waseca Area United Way**

1)	Itemize to the nearest \$500 what you propose the money to be used for:
2)	Break down how last years' funds were used:
3)	Explain differences (that exceed \$500) from last years actual spent to this years' request.
4)	Summary of Your last audited financial statement (copy of your most recent statement required):
Financial Statement Date: _____	
Assets: _____	Current assets – CA _____
Liabilities: _____	Current Liabilities – CL _____
Networth: _____	Working Capital (CA-CL) _____
Cash Balances _____	
Is any cash restricted? If yes explain what for:	
Revenues	_____
Expenses	_____
Net Profit/Loss	_____
Breakdown of Administrative Expenses	
Wages (All)	_____
Administrative Wages:	_____

**STATEMENT OF AGREEMENT  
BETWEEN**

The Waseca Area *United Way*, hereinafter referred to as the *United Way*, and hereinafter referred to as *The Agency*.

? ? ? ? ? ? ?

As parties to this understanding:

**A. BOTH THE UNITED WAY AND THE AGENCY AGREE:**

1. To maintain a responsible and representative volunteer governing board, with one member to serve as Treasurer, which meets regularly to supervise the work of the organization.
2. To comply with laws pertinent to *The Agency* and the *United Way*.
3. To keep each other informed and work together on all matters of common concern.

**B. THE UNITED WAY AGREES:**

1. To recognize the Agency's autonomy in determining its own policies and in administration of its program in a manner which does not conflict with this Agreement.
2. To serve as responsible stewards of funds publicly contributed to the *United Way*, by investing such funds in a solid and prudent manner, and by informing the public on allocations and the use of such funds, and to keep the books and records of the *United Way* open to responsible public scrutiny.
3. To furnish *The Agency* with annual *United Way* financial statements upon request.
4. To provide responsible review of agency budget requests and to set the campaign goal with due regard for the non capital requests (budget) of all participating agencies.
5. To conduct an annual campaign for funds and use its best efforts to secure the goal.
6. To consider requests for supplemental allocations because of unforeseen circumstances provided that the request is made in writing and is approved by *The Agency* Board of Directors.

## ***United Way***

### Statement of Agreement

#### **C. THE AGENCY AGREES:**

1. That ***The Agency*** shall complete an *Application for Financial Participation* each year which includes a statement of ***The Agency's*** background, purpose, services provided, current accomplishments and functions of the organization and the names and addresses of ***The Agency's*** representatives to be contacted, a list of its officers and directors, financial statements, reports of services rendered and program accomplishments. ***The Agencies*** shall also submit a request for a specific amount of funding from the Waseca Area ***United Way*** for the coming year and a proposed budget together with explanation or justification for the amount requested.
2. To cooperate in the annual budget review process, in accordance with established budget procedures.
3. ***The Agency*** shall conduct no benefits, campaigns, sales or solicitations for financial assistance within the geographic areas included in the Waseca Area ***United Way*** campaign, except with prior consent obtained from the ***United Way*** Board of Directors. Requests must be made to the Executive Secretary of the ***United Way*** at least one month before the activity.
4. ***The Agency*** agrees that it will not under any circumstances conduct an independent campaign for funds within the area included in the campaign of the ***United Way*** during the period of the ***United Way*** campaign or conduct door to door solicitation for cash donations at any time.
5. To accept the annual allocation of funds made by the ***United Way***, with the provision that ***The Agency*** can appeal to the Board of Directors of the ***United Way*** for revision of its allocation.
6. To identify itself with the ***United Way***, such as including the insignia of the ***United Way*** on its stationery, signs, newsletters, brochures and news releases.
7. To assist in the annual campaign for funds in all ways possible.
8. To maintain a responsible management, with a qualified board of unpaid directors or administrative committee.
9. To undertake no new line of work or substantial expansion of service in the community except with prior consent obtained from the ***United Way*** Board of Directors.
10. To keep complete and regular books of account open to inspection by the Board of Directors of the ***United Way***, their counsel or accountant.

**United Way**

Statement of Agreement

- 11. To cooperate with other social agencies and participate in organizations in preventing duplication of effort in promoting an effective service and efficiency and economy of administration.
- 12. To abide by the rules and regulations promulgated by the Board of Directors of the Waseca Area **United Way**.
- 13. That violations of any requirements under this Agreement may result in denial of the annual allocation even though previously conditionally committed.
- 14. Member agencies are encouraged to seek grants, sustaining or participating memberships, investments, estates, wills or memorials as a means of additional funding or to become self-sustaining.
- 15. This Agreement is binding from year to year, with the provision that **The Agency** may terminate it by giving notice in writing to the Board of Directors by September 1, of any given year. The **United Way** may terminate this Agreement in the best interest of the community provided that notice in writing of such termination shall have been given to **The Agency**.

This Agreement has been read and approved at the meeting of the governing board of this agency on \_\_\_\_\_, 19\_\_.

Agency  
 \_\_\_\_\_  
 By  
 \_\_\_\_\_  
 (President or Chairperson)  
 \_\_\_\_\_

Date: \_\_\_\_\_

WASECA AREA UNITED WAY, INC. By \_\_\_\_\_  
(President)

***United Way***

Statement of Agreement

Document Approved: 8/2002