

2025-26 Community Partner Agreement between the United Way of Southwest Minnesota and Partner Agency

Partner Agency agrees that throughout the term of this agreement they will:

1. Operate as a nonprofit, tax-exempt 501(c)(3) organization, a public school, a unit of government and/or have a fiscal sponsor who meets those requirements.
2. Be directly accountable to their board of directors or have their own local advisory committee which reports to the board of directors.
3. Use United Way of Southwest Minnesota (hereafter UWSWMN) funding for the specific program(s) costs approved by UWSWMN to impact local people living within the UWSWMN service area from July 1, 2024 through June 30, 2025. Funds not expended during this fiscal year shall be returned to UWSWMN unless prior authorization is obtained.
4. Use UWSWMN funds in compliance with all applicable anti-terrorist financial and asset control laws, statutes and executive orders. Offer all programs in compliance with all anti-discrimination laws
5. Maintain ongoing communication with UWSWMN and inform UWSWMN in writing of any programmatic or other challenges/changes affecting funded program, anticipated outputs and outcomes. Changes which materially affect the program as originally funded by UWSWMN may require approval by the UWSWMN Board of directors for continued funding. UWSWMN reserves the right to withhold granted funds to the organization in the event that significant changes affect the purpose for which the funds were approved.
6. Conspicuously identify UWSWMN as a program funding partner in local year-round educational and public relations information. Community Partner signs are available from UWSWMN to display at your location.
7. Engage volunteers in your program in the most effective ways possible, while maintaining client confidentiality. This could include hands-on help with people served; office assistance; and or collection of needed items to support your program/clients. We encourage partners to also cross promote your needs/events on your program/agency social media platforms. (NOTE: We have a volunteer page on our website with various volunteer opportunities and/or links to them. If you have something you would like listed, contact our office unitedway@unitedwayswmn.org.)
8. **Submit a final report, including a financial statement (for reporting period July 1-June 30) to UWSWMN before deadline (July 26, 2024). Failure to do so may result in removal from consideration of future grant opportunities and/or may lead to request for return of funding to UWSWMN. If the final report is not received by the stated deadline, UWSWMN reserves the right to withhold, at their discretion, payment(s) on a future grant award.**

Partner organizations are expected to:

1. Educate employees, board members, and/or volunteers about the impact of donations to UWSWMN and give them the opportunity to contribute to the annual UWSWMN campaign.
2. Respect the spirit of cooperation on which their UWSWMN relationship is based.
3. Support the annual campaign through prudent scheduling of activities and events.
4. Respect and advocate for the fund raising efforts of UWSWMN, especially during the workplace campaigns that are completed mainly in the fall of each year (Labor Day through Thanksgiving).

5. Refrain from initiating or participating in any non-United Way organized solicitation of employees at the workplace at any time of the year in the UWSWMN service area. An organized solicitation is a federated campaign in the workplace, organized with the support of the employer, through which monetary contributions are solicited from employees.
6. Refrain from soliciting designations of UWSWMN contributions specifically directed toward themselves or other programs/organizations.

United Way of Southwest Minnesota hereby agrees to:

1. Conduct an annual campaign that builds awareness of community needs, raises funds to invest in programs, and seeks to make the greatest impact toward community change.
2. Award contributed funds through the Community Impact Grant application and review process. This will include establishing criteria for investing funds or denying requests to agency programs based on an assessment of the community's needs, local priorities, program performance and available funding.
3. Recognize the right of the partner agency to determine its programs and services, its policies of operation, and to administer its own internal affairs.
4. Promote partner programs by informing the community of available services, referring public inquiries to appropriate partner and non-partner agencies; and through the use of United Way 2-1-1.
5. Pay out awarded funds to partner programs in quarterly installments unless the conditions of this agreement are not followed by agency or for other just cause.
6. Keep funded partner programs apprised of any campaign shortfalls and/or changes to operating procedures that may affect them.
7. Keep accurate financial records and engage in an annual independent CPA review of its accounts, as well as making the audit available to partner agencies upon request.

United Way of Southwest Minnesota by:

Al Castor, Board Chair	Date
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Meg Louwagie, CEO	Date
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Partner Agency by:

Signature of Organization's CEO	Date
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Signature of Organization's Board President	Date
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Signature of Program Director	Date
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