



## UNITED WAY OF Otter Tail County Community Investment - 2010

United Way of Otter Tail County improves lives in Otter Tail County by mobilizing the caring powers in our communities. We strive to accomplish our mission by uniting citizens and agencies to plan, support and deliver effective human service programs.

Individuals served by United Way funded programs will maintain or improve their standard of living, independence, health and safety. They will experience an improved quality of life by realizing their potential in social, vocational, and interpersonal environments. They will experience stable and/or improved physical and emotional health.

The following guidelines are to be reviewed before applying for funding from United Way of Otter Tail County.

### Guidelines:

- Applications must be received at the United Way of Otter Tail County office by 4:00pm March 5, 2010. **Applications received after this date will not be considered for funding.**
- Program requests should be based on an identifiable current need, demand or problem in Otter Tail County and have a stated mission, vision, and strategic plan.
- Programs receiving United Way dollars have been declared tax exempt by the Internal Revenue Service and must be a not-for-profit 501(c)(3) organization that is conducting a health and human service program meeting the needs of the people residing in Otter Tail County.
- Have updated bylaws and an active Board of Directors who consist of volunteers that participate in the policy-making process, represent the diverse elements of the community, adheres to a rotation policy which clearly specifies a period of time members are excused from attendance and voting, and meet at least quarterly with a quorum. Board members cannot receive financial remuneration from the program they oversee.
- Demonstrate financial management - All financial statements must show evidence of accounting principles in accordance with Generally Accepted Accounting Procedures and include full disclosures and appropriate notes for such things as leases, loans, investments and affiliated party transactions. Agencies/programs must have an annual audit if the agency has gross receipts of \$300,000 or more; an audit or review if the agency has gross receipts of \$25,000 but less than \$300,000; an audit, review or compilation if the agency has gross receipts of less than \$25,000.
- Programs must have and follow a policy of non-discrimination and non-segregation on the basis of race, sex, age, physical and mental handicap, religion or national origin, regarding its governing body, employees and persons served.
- United Way of Otter Tail County dollars may not be used for remodeling, renovation, expansion or construction.
- A brief mid-year report is required for each program that receives funding. Forms will be provided. These reports will assist United Way in determining the impact and effectiveness of the programs in building a healthier community.
- This United Way only invests in not-for-profit programs that directly benefit human beings. We do not invest in the arts, research, public policy, animal issues, etc.

### PRIORITIES FOR FUNDING

- EDUCATION: Helping children and youth achieve their potential by supporting the learning, development, and sense of belonging of children and youth so that they become responsible and contributing adults.
- INCOME: Promoting financial stability & independence to ensure that basic needs of food, housing, clothing & safety.
- HEALTH: Improving people's health status through higher levels of positive health, lower levels of disease and/or improved quality of health & life.