

United Way of the New River Valley Partner Agency Guidelines

An organization is deemed eligible to become a partner agency at the sole discretion of United Way of the New River Valley (UWNRV), its Board of Directors, and the community investment teams.

I. Partner Agency Eligibility Checklist:

- The organization must be a verified 501(c)3 nonprofit, as defined by the IRS
- The organization must currently meet all guidelines on the local, state, and federal level to operate as a nonprofit entity;
 - The organization is currently in compliance with the USA Patriot Act and other counter-terrorism laws
 - The organization must be currently registered as a tax-exempt organization with the Virginia Department of Agriculture and Consumer Services, Division of Consumer Affairs, Charitable Solicitation Section
 - In addition, partner agencies or programs must also comply with Section 57-49 of the Code of Virginia. Section 57-49.6 requires any nonprofit organization which solicits funds in Virginia and is registered with the Virginia Office of Consumer Affairs to provide financial information
 - Must be in good standing with the State Corporation Commission
- The organization must have a history of at least 2 years of providing services within Montgomery County, Floyd County, or the City of Radford
- The organization has a Board of Directors that meets regularly on a set schedule with policies and term limits for board members
 - The organization must have an up-to-date diversity and discrimination policy, clearly worded mission and by-laws
- The organization must agree to abide by all UWNRV Partner Agency Fundraising Policies
- The organization must complete the Community Investment application for funding annually

II. Partner Agencies Agree To:

- Notify UWNRV within 30 days of any changes occurring to a specific program that is funded totally or in part by a UWNRV grant that would affect the implementation of the program
- Notify UWNRV within 30 days of any significant changes occurring within the partner agency, such as: changes in leadership, financial stability, or sustainability
- Create and maintain an active profile in the VolunteerNRV management system
 - Utilize this system according to volunteer and in-kind needs that arise
 - Post at least one volunteer opportunity quarterly
- Participate in United Way's annual Workplace Fundraising Campaign
- Aid and support the annual Workplace Fundraising Campaign by attending campaign events, assisting UWNRV in making presentations to local businesses, and hosting tours of your organization as UWNRV requests
 - An official partner agency must agree to no solicitation of financial donations from employees through a formal workplace fundraising campaign unless it is part of UWNRV's official Workplace Fundraising Campaign
- Actively promote the organization's partnership with UWNRV by:
 - Using the UWNRV logo in the organization's office and on publicity materials that reference the program funded by UWNRV
 - Discussing the organization's partnership with UWNRV in press releases and statements that refer specifically to the funded program
- Host one annual site visit to their organization with UWNRV staff and board members

Check one that applies, based on your budget:

- Partner agencies and programs with annual gross revenues of \$1 million or more are required to have audited financial statements* performed according to Generally Accepted Accounting Practices by a Certified Public Accountant, who is independent of the organization, on an annual basis.
 - Partner agencies and programs with annual gross revenues less than \$1 million and at least \$750,000 are required to have a review of their annual financial statements* prepared according to Generally Accepted Accounting Practices by a Certified Public Accountant, public accountant, or consulting accountant who is independent of the organization on an annual basis.
 - Partner agencies/programs with annual gross revenues of less than \$750,000 and at least \$250,000 are required to have a compilation of their annual financial statements* prepared according to Generally Accepted Accounting Practices by a public accountant or consulting accountant who is independent of the organization on an annual basis.
 - Partner agencies/programs with annual gross revenue of less than \$250,000 are required to present annual financial statements* prepared by the organization's treasurer, or internal auditor or committee
- All UWNRV partner agencies and programs will provide an accompanying IRS Form 990 for the same fiscal year, even if it is a pro forma (unfiled) one

** The financial statements should cover a period ending not more than 18 months prior to the January of the current funding year. Financial statements are generally defined as a Profit and Loss Statement, Balance Sheet, statement of cash flows, and notes to financial statements.*

Partner agencies/programs may request a temporary exemption from the above guidelines. This request must be made to the Executive Director of the UWNRV and approved by the Community Investment Team.

III. Sanctions:

If a partner agency fails to uphold these partner agency guidelines, the following procedures will go into effect:

- A. The executive committee of the UWNRV will review the circumstances of the partner agency's failure to comply.
- B. The executive committee will present to the UWNRV Board of Directors the results of the review and a recommendation for action.
- C. If failure of compliance to these guidelines is found by the UWNRV board of directors, the following sanctions will apply:
 - 1) The first failure to comply with UWNRV guidelines will result in a reduction of the current general fund allocation award by 25%.
 - 2) The second failure will result in a reduction of the current general fund allocation award by 50%, and be put on alert for possible termination of partnership status with UWNRV.
 - 3) The third failure to comply will result in a mutual termination of the partnership agreement between the partner agency and UWNRV. After a three-year period, the agency can apply to be a partner agency in good standing.
- D. If any organization develops a pattern and practice of incomplete submissions for the Community Investment process, the UWNRV Board of Directors reserves the right to reduce/terminate funding to the organization and request a meeting with the organization's Board of Directors.