



United Way of Grand Forks  
East Grand Forks & Area

## COMMUNITY INITIATIVES FUNDS AGREEMENT

### Introduction

Before any agency may receive funds from United Way of Grand Forks, East Grand Forks & Area (United Way), its governing body shall approve and accept in substance the following terms and conditions of this agreement and file a signed copy of this agreement with United Way.

Name of Agency

(or Fiscal Agency Name): \_\_\_\_\_

Name of Executive Director/CEO: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

### Funding Allocation:

United Way of Grand Forks, East Grand Forks & Area has chosen to allocate **\$10,000** to Lutheran Social Services of North Dakota for the **Healthy Families, Divert and Senior Companion Programs**. Please return this agreement within 10 days of receiving your award letter and check. Failure to provide a signed fund agreement will revoke allocated funds and this agreement.

### The Community Agency (or its Fiscal Agent) Agrees to:

1. Maintain eligibility as a public agency, including Indian tribes and nonprofit private organizations, both secular and faith-based, which serve individuals in Greater Grand Forks Area. This requires that private nonprofit organizations obtain and maintain a nonprofit status.
2. Abide by Federal and State laws regarding anti-discrimination, equal opportunity, affirmative action, and anti-terrorism.
3. Be financially stable and able to ensure appropriate stewardship of the funds entrusted, perform a regular budgeting process and be able to submit audited financial statements and/or IRS form 990.
4. Have an administrative structure with defined lines of responsibility, a mission statement, and bylaws.
5. Operate under the management of a responsible Board of Directors, or governing committee which shall hold, at least one regular yearly meeting.

Agency Initials: \_\_\_\_\_

United Way Initials: \_\_\_\_\_



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6. Allow access, upon request, to financial information, books and records for examination by authorized representatives of United Way in regard to any programs and/or services funded by United Way.
7. Advertise publicly your agency status as a Community Initiatives fund recipient through United Way in all verbal presentations, news releases, media programs, letterheads, mass mailings, brochures etc. where United Way funds are part of the program or services.
8. Consult with United Way prior to discontinuing or making major changes to current projects funded by United Way.
9. Comply with all applicable local, state and federal non-discrimination, equal opportunity and affirmative action laws and regulations.
10. Fully participate in United Way marketing efforts regarding project/sponsorship success and allow United Way the right to use data from all its funded programs at will to "Tell the Story."
11. Be able to demonstrate the effectiveness of projects through measurable outcomes by completing a final report from United Way no later than 30 days after funds have been spent or by Jan 31<sup>st</sup> for Winter awards or July 31<sup>st</sup> for Spring awards. The agency will need to provide documentation to show proof of expenditures and statistics that show the impact the funds have made in the community.

Signature Page

**This agreement shall remain in full force for one calendar year after award or until and unless modified by mutual agreement of the parties or revoked, in writing by either party. Revocation Community Initiatives Fund Agreement by either party will require repayment of any unused monies awarded to the agency with full documentation required and one year ineligible to apply for new funding.**

Agency Signature

United Way Signature

\_\_\_\_\_
Title

\_\_\_\_\_
Title

\_\_\_\_\_
Print Name

\_\_\_\_\_
Print Name

\_\_\_\_\_
Signature

\_\_\_\_\_
Signature

\_\_\_\_\_
Date

\_\_\_\_\_
Date

Agency Initials: \_\_\_\_

United Way Initials: \_\_\_\_