

# United Way of Calhoun County Grant Eligibility Requirements

The following criteria must be established before an agency can make application for funding from the United Way of Calhoun County (UWCC).

- Be recognized as an organization exempt from federal income tax under I.R.S. Section 501(c)(3) of the Internal Revenue Code.
- Be primarily involved in providing program(s) and services that are health, education or human service related whose principal objective is to improve conditions necessary to achieve fundamental physical, social, and/or psychological well-being for persons living or working in Calhoun County. The agency must be located within the boundaries of Calhoun County or offer its services to residents of Calhoun County, if located outside the County.
- Maintain a current registration with the Texas Secretary of State office; have an independent governing body consisting of at least seven voting members who are resident volunteers. This governing body has the authority to decide policy and strategic direction with respect to the agency's programs, administration, and finances, in accordance with the organization's By-Laws, and who shall meet at least four times per year. Paid staff must not be a voting member of the board.
- Organization must be in existence for one year prior to applying for funding from the United Way of Calhoun County.
- Maintain a non-discrimination policy or plan that does not discriminate on the basis of race, cultural heritage, religion, gender, national origin, age, marital status, sexual orientation, veteran status or status as a qualified, disabled or handicapped individual.
- Agrees to support and cooperate fully with UWCC in the following areas: 1) Fundraising, 2) Planning, 3) Communication, 4) Allocations. UWCC's relationship with agencies is intended to be one of partnering and consensus building for the good of the community. This relationship revolves around four primary areas: 1) Soliciting voluntary contributions in a courteous manner. 2) Planning for the needs of the total community. 3) Communicating information to the public regarding services provided. 4) Allocating donor funds through an equitable and effective citizen review process.
- Agrees to provide timely financial and program information. Agencies share the responsibility of being accountable to the community for the expenditure of charitable donor funds, for the periodic reporting of financial and program data to UWCC on operating costs and income, and for the documenting and substantiation of agency expenditures.
- Agrees to inform UWCC of all significant program/staff expansion or reduction. UWCC will not assume financial responsibility for any expansion or for any discontinuation of the agency's operations or facilities.
- Agrees to obtain prior approval from UWCC before engaging in any supplemental fundraising effort to be conducted during UWCC Annual Campaign ("*Black out period*"). Agencies must obtain prior approval from UWCC regarding their capital and supplemental fundraising needs. Efforts by agencies to develop sources of income should be carried out in such a manner as to assure that the UWCC's "base of giving" in the community will not be adversely affected. The agency's financing efforts should be consistent with mutually agreed upon policies between UWCC and the agency. The UWCC should always be fully informed and supports in advance special financing efforts undertaken by the agency.
- Must sign an Agency Agreement Contract with the UWCC which outlines mutual expectations.

**United Way of  
Calhoun County**

