

2022

UNITED WAY

Lee, Hendry, and Glades

Fund Distribution Handbook



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Fund Distribution Overview

Fund Distribution Mission Statement

The United Way of Lee, Hendry and Glades is a volunteer organization dedicated to improving the quality of life for all people in our community.

The fund distribution process ensures fiscal and program accountability for the donors who contribute to the United Way.

The objective of the Fund Distribution process is to deploy United Way financial support to maximize the resources available for high quality human service programs that impact the most urgent needs of the community, including those programs directed by organizations not currently receiving United Way funding.

Basic Principles for Funds Distribution

The United Way recognizes the importance of its role in the distribution of funds to human service programs. This distribution process impacts community problems, and therefore, has to be rooted in a system that is fair, flexible and based on documented need.

The funds distribution system helps United Way reach its vision of a broad-based funds distribution umbrella and to be a recognized leader in community initiatives. It is to this end, that United Way will develop and operate a flexible community fund distribution system that is:

- Rooted in the support of a partnership with community service providers in order to provide a stable and reliable service delivery system.
- Accountable to the donor, responsive to people's needs, inclusive of programs to which donors wish to support, collaborative, and based on a community volunteer review process.
- Flexible in its funding capacity so that funds are available for projects and community problem solving initiatives that meet critical and emerging needs.

Fund Distribution Process

The United Way Fund Distribution process is the cornerstone of United Way. It ensures fiscal and program accountability for all donors who contribute to the organization.

Each year United Way sends teams of community leaders to review every one of the 100 partner agencies, which are locally based, and 250+ United Way supported programs. Fund Distribution Teams will begin to convene in late February to evaluate the applications for the next years' funding.

Fund Distribution teams meet for two meetings. First is a pre-site meeting where team members will be given a brief orientation, review of the fund distribution process, and then conduct a preliminary review of the agencies by reviewing agency applications. Team members are encouraged to document questions to be submitted to the agency. Agencies can expect to receive this written list of questions from their team at least one week prior to their scheduled site visit and to prepare with written responses to each of these questions.

The second meeting is the site visit, where teams get an inside look at their assigned agencies. During the site visits, teams will tour the agency, meet staff and Board Members, ask questions, and receive more information about the agency and the program(s) being funded. Subsequently, over a working lunch, the will teams review, discuss, and make funding recommendations.

Final funding recommendations are presented to the United Way Board for approval once the Campaign goal is approved. Agencies will then be notified which programs will be supported, and the amount to be allocated. All fund distributions are contingent upon successful attainment of the Campaign goal.

Minimum Eligibility Requirements

The United Way uses the following criteria to determine the eligibility of an organization for United Way funding, whether as an ongoing member agency or as an agency requesting admittance to United Way.

1. The agency must be: incorporated and registered as a not-for-profit organization in the state of Florida and be certified as a tax-exempt charitable organization under Section 501(c) (3) of the Internal Revenue Code; a unit of government; or a public school.
2. The agency must have an uncompensated Board of Directors that establishes policies and actively governs the organization. This Board should be representative of and live in the community in which the agency serves, meet at least quarterly, and be comprised of no less than nine active members (excluding agency staff).
3. The agency must provide a social service program that addresses an identifiable community need or problem.
4. The agency must demonstrate a need for United Way funding to either maintain or expand a specific social service program(s).
5. The agency must demonstrate a clear ability to manage both its programs and its finances in accordance with generally accepted procedures.
6. An annual audit must be performed by an Independent Certified Public Accountant in accordance with generally accepted accounting principles and, if applicable, the single Audit Act. An Agency whose total Annual Revenue is under \$500,000 may be granted permission to submit a Review by an Independent Certified Public Accountant.
7. Have an administrative cost of 25 percent or less as evidenced by the IRS Form 990.
8. The agency must operate programs that provide services to Lee, Hendry, or Glades County residents. Any agency that does not have its principal office located in Lee, Hendry, or Glades County will be expected to:
 - a. Maintain a physical presence in Lee, Hendry, or Glades County on a regular, scheduled basis
 - b. Participate in all activities of the United Way involving member agencies on the same basis as local agencies
 - c. Have appropriate representation on its Board of Directors from the community.
9. The agency must track demographic information on their clients served that will be reported on the annual funding application.
10. Use funds for approved programs and return any funds that are no longer used for their intended purposes in the event such programs are discontinued, curtailed, or substantially modified.
11. Immediately notify United Way regarding programmatic, legal, financial or organizational matters or changes that may affect the agency's ability to operate and/or deliver services. The Agency must agree to Partner with the United Way in the following areas:

- a. **Planning and Interagency Cooperation** - The agency agrees to work with the United Way and other organizations to maximize the effectiveness and cost efficiency of our community's human service network. This is accomplished by working collaboratively through sound planning and through the elimination/prevention of inefficient duplication of services.
- b. **Communication** - In order for the United Way to more successfully raise funds for United Way agencies, agencies need to continually remind the public of their partnership with the United Way. Agencies should highlight their United Way affiliation, for example, in press releases, news stories, brochures, flyers, radio PSA's, TV PSA's, letterhead, website, event invitations, t-shirts, and other creative places. Additionally, the agency should provide success stories for United Way publications. Agencies should also display a sign noting their United Way Partnership at all operating locations.
- c. **Campaign** - The agency agrees to actively participate in the United Way Campaign by: attending campaign agency training, providing agency representatives to speak on behalf of the United Way at events, speaking before employee groups, and participating in other campaign tour activities. The agency also agrees to conduct an agency-wide employee campaign itself and to encourage its Board of Directors to participate as well.
- d. **Fundraising** - The agency agrees to adhere to the partnership agreement on fundraising including refraining from solicitation of funds or conducting fundraising events from September 1st to October 31st each year.

Applications submitted will be reviewed by United Way staff to determine if the eligibility requirements are satisfied, and if the organization is eligible for consideration in the Fund Distribution process. Eligibility determination does not necessarily result in United Way funding nor as admission as a United Way partner agency. Community volunteers evaluate: the quality and effectiveness of the program, amount of available dollars, the number of agencies applying, the urgency of existing needs, and other key variables important to the United Way, resulting in the final funding decision that is presented to the United Way Board for their approval.

Fund Distribution Agency Site Visit

The purpose of a fund distribution team site visit is to familiarize the Fund Distribution volunteers with an agency's mission, its day-to-day program activities, and its staff and board members. A site visit lasts one hour and proceeds as follows:

1. Introduction of board members and staff present by the agency Executive Director; Introduction of Fund Distribution committee members present by the Fund Distribution Team Leader.
2. Tour of agency, or, video presentation of agency programs
3. Presentation by the agency
 - Brief overview of the agency and its entire scope of operations.
 - Brief description of the program(s) requesting United Way funding including what the program(s) achieved last year.
 - Client testimonial(s) (optional).
 - Brief comments from collaborative partner(s) about their role in the program (optional).
 - Brief description of what the agency anticipates accomplishing in the future, including how the agency intends to target United Way funding.
 - Brief explanation of how the agency is increasing services, increasing access to services and working collaboratively.
 - Brief comments from the Board of Directors on their role in the organization.
 - Responses to any questions/concerns raised by the team or last year's committee (see comments on prior year's Team Report), including board involvement, management, and budget.
4. Questions from the Fund Distribution team. This is a critical part of the site visit process. All volunteers are encouraged to ask pertinent questions of agency personnel and board members.

Sample Team Report

2022 Fund Distribution Team

Report Agency Name – Team

Overall impression of the Agency

Agency's Programs:

- Quality/Impact
- Capacity/Volume
- Access/Outreach

Partnerships and Collaboration:

- Agency Partnerships
- United Way Partnership

Agency Leadership:

- Overall impression of the Leadership and Management of Executive Director/Senior Management Team
- Overall impression of the Board of Directors and their ability to oversee the Fiscal Management and Sustainability of the Agency (including Board commitment and Board diversity)

What are the Team's recommendations for 2023?

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