



United Way  
of Bemidji Area

## GRANT GUIDELINES/BASIC CONDITIONS FOR UNITED WAY OF BEMIDJI AREA

Agencies seeking new or continued funding through the United Way must comply with or agree to the following conditions:

1. **BE INCORPORATED, OPERATIONAL AND PROVIDING SERVICES FOR WHICH YOU ARE APPLYING, NOT-FOR-PROFIT AND IRS TAX EXEMPT**

Agencies receiving United Way dollars must be not-for-profit organizations that have been declared tax exempt by the Internal Revenue Service and have a 501(c)(3) status. The agency must be in operation and providing the service(s) for which funding is being requested. In addition, each agency must annually submit a properly signed "Affidavit of Compliance" with the charitable regulations of the State of Minnesota.

2. **PROVIDE COMMUNITY SERVICE BASED ON DOCUMENTED NEED(S)**

The agency/program request should be based upon an identifiable current need, demand, or problem in the community, specifically the United Way target and service areas (ISD #31). United Way of Bemidji Area offers support in the following community impact areas:

**Education** - Helping children, youth, and adults achieve their full potential

**Income** - Promoting financial stability and increasing self-sufficiency

**Health** - Improving people's health and social well-being

**Basic Needs** – Providing basic needs/crisis emergency services

Services which are supported by United Way dollars should be clearly defined and their impact documented by the organization applying for or receiving funds. Services should be targeted toward an identifiable population and/or geographic location within the service area of United Way of Bemidji Area.

3. **BE NON-DISCRIMINATORY**

Discrimination by race, creed, color, sex, age, handicapping condition or religion is prohibited. Each organization receiving United Way funding must have an up-to-date non-discrimination policy.

4. **HAVE ACTIVE, ROTATING VOLUNTEER LEADERSHIP THAT REPRESENTS DIVERSE ELEMENTS OF THE BEMIDJI AREA**

The agency's Board of Directors or governing body should consist of volunteers who participate in the policy making process, represent the diverse elements of the community, periodically rotate off the Board on a planned basis, and meet at least quarterly.

5. **HAVE A SOUND FINANCIAL AND PROGRAM MANAGEMENT**

It is critical for United Way support that there is demonstrated ability to manage the programs and services in accordance with generally accepted accounting procedures, e.g. American Institute of Certified Public Accountants (AICPA) Guide. The organization must provide copies of its annual audit using an independent certified public accountant or accounting firm.

6. **HAVE A LOCAL CHAPTER/PROGRAM IN THE BEMIDJI SCHOOL DISTRICT COVERAGE AREA AND/OR SERVE PEOPLE WITHIN THIS DESIGNATED COVERAGE AREA**

Any agency applying for United Way funds that has a national or state charter must have a local chapter/program and have a visible presence in the Bemidji area in order to be eligible for United Way funding. The agency must also show ongoing support, participation and service to this area throughout the funding cycle.

7. **UNITED WAY FUNDING MAY NOT BE USED FOR BRICK AND MORTER/CAPITAL BUILDING PROJECTS**

Agencies applying for funding may not use United Way dollars for remodeling or renovation, expansion or new construction of office or program site.

8. **UNITED WAY DOES NOT FUND** Athletic organizations and/or events, political organizations and/or activities, organization's prior year's deficits, individuals, and/or for profit organizations.