



**2020-2021 PARTNER AGENCY
MEMORANDUM OF AGREEMENT
BETWEEN**

(Name of Agency, hereafter referred to as “Funded Partner” or “Funded Agency”)

**AND
UNITED WAY OF TOMPKINS COUNTY**

United Way of Tompkins County (UWTC) and “Funded Partner” named above agree that by joining together as partners in a voluntary, community-wide effort we will mobilize our resources to deliver responsive, effective and efficient human service programs from July 1, 2020 – June 30, 2021.

To this end, both parties agree:

- To maintain full accountability to donors contributing to UWTC and, by extension, to the Funded Partner.
- To promote the understanding of community issues and support of the funded partner’s program that address human service needs as well as UWTC activities and mission.
- To comply with UWTC policies and procedures regarding the allocation of grant funding to including reporting, requisitions, and related requirements of the grant process.
- Comply with the Generally Accepted Accounting Principles (GAAP).
- Not discriminate on the basis of race, creed, religion, gender, gender identity, national origin, citizenship, age, disability, marital status, sexual orientation or socio-economic status.
- Maintain responsible management, including a Board of Directors and a Chief Executive Officer.
- Keep each other informed on current operations, programs and services, problems and contemplated operating and capital changes.
- This agreement serves Year 1 of a 2 year cycle; awarded funding is not a guarantee of Year 2 funding. Year 2 funding will be approved as part of a review process which determines the funded activities occurred as outlined, and the level of funding will be determined based on the funds available.
- The award is not an indication of funding in future two-year cycles.

It is agreed that Partner Agencies will:

- Make optimal use of resources in meeting the needs of its target population and the community it serves, including appropriate cooperation, coordination and collaboration with other providers.
- Participate in the community investment review process, which includes submitting forms and reporting within the set timelines through the grant management software portal including, but not limited to tracking and reporting outcome data which reflect the impact of the funded partner’s programming as an organization and for the specific program(s) funded by UWTC.
- Cooperate fully in the annual Community Campaign and in particular the Community Care Fund by:
 - Conducting a United Way workplace campaign which shall include soliciting all employees and volunteer leadership, completing no later than December 15, 2020, or by special agreement with UWTC made prior to December 1, 2020.
 - Participating in community campaign events and promotions and displaying a UWTC campaign sign during their campaign, at minimum, and throughout community campaign period.
 - Displaying the UWTC logo at all locations of operation and posting current UWTC news and notices when made available.
- Identify in writing they are “a United Way funded partner” including use of the UWTC logo in all print materials including but not limited to letterheads, web pages, programs, brochures, posters, flyers and annual

reports. Including “(Agency Name) is a United Way funded partner” in all press releases, interviews, social media posts, and public events.

- Report any major program, budget, or organizational changes that may affect how United Way invested dollars are spent or that relate to the UWTC/Funded Partner relationship and brand.
- Recognize and respect United Way's responsibility to modify funding patterns in response to changing community needs in order to maximize benefits to the community.
- Make staff available for training, technical assistance and coordination for collaborative efforts as deemed appropriate by the United Way Board, staff and partner agencies.
- All grantees are required to have a current signed Patriot Act Compliance Form, Non-Discrimination Form, and Memorandum of Agreement on file by stated deadlines to accept funding.

It is agreed that the United Way of Tompkins County will:

- Conduct an annual community-wide fundraising effort to effectively and proactively develop financial resources to support health and human service organizations in Tompkins County.
- Continue to provide a mechanism for donors to designate gifts to partner agencies with 100% of such designations passed through to said agency in a timely manner, according to published schedules, and providing the agencies with the donor name and contact information except in cases of the donor requesting anonymity. In such cases, the donors will also receive a thank you letter from UWTC, noting their designation(s).
- Provide partner agencies with campaign expectations and materials in a timely manner.
- Convene forums for partner agency feedback on policy and programming changes.
- Provide training, technical assistance and coordination for special projects and collaborative efforts as deemed appropriate by the United Way Board, staff and partner agencies.
- Participate in community assessment projects on a regular basis to insure that United Way funds address community needs.
- Provide the granted funds according to a pre-determined schedule selected by the Funded Partner, subject to UWTC approval. This schedule may be altered upon request of the Funded Partner and subsequent agreement by UWTC, according to its scheduled payment dates of approximately the 1st and 15th of each month. There will be no requirement to submit requisition forms with this scheduled payment system; changes to the schedule must be presented by the agency in writing and will be responded to by UWTC in writing.
- To be a responsible steward of funds publicly contributed to the United Way by fully informing contributors on the use of those by submitting all records to an annual audit by an independent auditor.

United Way of Tompkins County reserves the right to withhold funding should a partner agency fail to comply with one or more terms of this agreement. Funding may be withheld until the issue is resolved between the agency and United Way or be withdrawn if not resolved by deadlines set by UWTC so that it may be allocated to future programming through the grant process.

A funded partner may terminate its participation with United Way with at least 30 days' written notice. The agency shall return to the United Way any funds that were intended for use after the date of termination.

CHIEF EXECUTIVE OFFICER'S SIGNATURE

DATE

AGENCY'S BOARD CHAIR SIGNATURE

DATE

PRESIDENT & CEO, UNITED WAY OF
TOMPKINS COUNTY

DATE

CHAIR OF THE BOARD, UNITED WAY OF
TOMPKINS COUNTY

DATE