



**2019-2020 PARTNER AGENCY
MEMORANDUM OF AGREEMENT
BETWEEN**

(Name of Agency)

AND

UNITED WAY OF TOMPKINS COUNTY

(“Funded Partner”) and

(Name of Agency)

United Way of Tompkins County (UWTC) 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, 2019 – June 30, 2020.

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.
- Awarded funding is not indication or guarantee of future funding.

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;
 - Submit required application and financial forms within the set timelines through the grant management software portal.
 - Track and report 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 County Campaign and in particular the Community Care Fund by:
 - Conducting a United Way workplace campaign which shall include soliciting all employees and volunteer leadership without encouraging specific agency designations, completing no later than December 15, 2019.
 - Participating in community campaign events and displaying a UWTC campaign sign during their campaign, at minimum, and throughout community campaign period as able

- Displaying the are 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.
- 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 Patriot Act Compliance Form, Non-Discrimination Form, and Memorandum of Understanding Form on file before funds can be distributed.

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.
- 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.
- 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

