



United Way
of Androscoggin County

2024 PARTNER PROGRAM AGREEMENT

between

United Way of Androscoggin County
(herein called "UWAC")

and

(Partner Program Name: herein called the "Partner Program")

NOTE: This agreement must be signed and submitted annually by January 5, 2024.

I. Introduction: UWAC Mission, Vision and Values

- Vision & Mission: We are a visible organization that focuses on contributors and volunteers as customers and are in the forefront of challenging citizens, businesses, agencies, and ourselves to address the vital human needs of our communities.

Our mission is to increase the organized capacity of people in Androscoggin and Oxford Counties to care for one another.

- Values:
 - UWAC is:
 - Community Centered – We serve the community, are inclusive of all people, and are responsive to needs
 - Results Driven – We are forward-thinking and deliberate as we translate strategy into measurable and lasting outcomes
 - Collaborative – We champion collective action, align community efforts, and engage different perspectives
 - Leading with Integrity – We foster trust, ensure our work is equitable and transparent, and hold ourselves accountable
 - To support UWAC's mission, vision and values, UWAC and the Partner Program mutually believe that meeting Oxford County's health and human services needs requires:
 - United efforts of all segments of the community
 - An effective and efficient means of meeting those needs through participation in health and human service planning, community-wide fundraising, and the distribution of those funds based upon a volunteer review process
 - A clear understanding and mutual acceptance of the respective roles of UWAC and the Partner Program

II. UWAC agrees:

- To respect the Partner Program's prerogative of determining its own mission, policies, and programs within the community
- To conduct an annual, community-wide fundraising campaign
- To generate community support for UWAC and the Partner Program through robust marketing and communications efforts
- To act as a responsible steward of funds publicly contributed to UWAC by informing contributors of the distribution and use of such funds, and by submitting all financial records for an audit by independent public accountants
- To provide fair and equitable program and budget review by the volunteer-led Community Investment Committee, with opportunity for the Partner Program to explain its application
- To encourage a cooperative and inclusive atmosphere for community-wide health and human service planning, development, implementation, and evaluation
- To provide funds to selected and qualified Partner Programs
- To disburse funds as agreed (and not to withhold the disbursement of funds) unless any of the following conditions exist:
 - A Community Impact Committee review reflects financial, programmatic or administrative concerns
 - There is any evidence that funds are used for purposes other than allocated
 - There is a violation of UWAC or Partner Program policies and procedures
 - There is violation of the terms of this agreement
 - There are unforeseen circumstances affecting the collection of funds

III. The Partner Program agrees:

- To comply with UWAC policies and procedures related to allocations by:
 - Cooperating with other organizations and groups, whether private or public, in meeting community health and human service needs, limiting duplication of services, and promoting high standards
 - Keeping accurate records of all expenditures and income on an accrual basis in conformance with the Financial Accounting Standards Board's Accounting Standards for nonprofit organizations; preparing or adopting a balanced budget based upon the available funds from UWAC and other sources; and being responsible for any debts incurred by the Partner Program
 - Providing the UWAC with a copy of the Partner Program's independent audit or financial review annually, as well as providing UWAC with more regular financial reports if requested
 - Submitting the application and supplemental materials to the Community Investment Committee by the deadline and cooperating with the Community Investment Committee
- To comply with the following additional requirements:
 - Providing an opportunity for staff and/or board members to participate in the UWAC campaign annually
 - Cooperating with and making presentations to support the annual UWAC campaign as needed, with the understanding that the cooperation will be

of the kind and amount that will not hinder the work of the Partner Program

- Identifying its relationship with UWAC by displaying the “United Way Community Partner” logo near the Partner Program’s office entrances, on the Partner Program’s website, on stationery, and in publications (Contact the UWAC office to receive the logo file)
- Informing UWAC of plans to establish or discontinue any services and to discuss with UWAC how such a change will affect the total needs and services of the community, as well as the current and future needs of the Partner Program
- Providing timely notification to UWAC when major leadership changes occur within the Partner Program
- Refunding UWAC financial support for any program that is discontinued that has been currently supported by these funds, or, alternatively, requesting permission from UWAC to transfer such funds to another program with proof that the service is necessary and appropriate

IV. UWAC and the Partner Program mutually agree:

- To respect the wishes of donors who choose to designate their gifts
- To cooperate actively with one another in promoting volunteerism, community-wide fundraising, community problem solving, and community improvement
- To share openly fiscal, administrative and leadership changes and concerns
- To consult together when problems or misunderstandings arise out of the interdependent relationship created by this agreement

V. General Policies for Partner Program Fundraising:

- Since a significant portion of the UWAC campaign is directed at employee groups, Partner Programs agree not to solicit employee groups for operating expenses at any time
- Partner Programs desiring to approach local corporate foundations to seek support for special projects or campaign drives are asked to consult with UWAC in advance of their intent to apply for corporate funds
- All program-related materials prepared for public distribution by Partner Programs will indicate that the Partner Program receives support from the UWAC and display the “United Way Community Partner” logo (Contact the UWAC office to receive the logo file)
- Partner Programs agree to familiarize associations or individuals who sponsor activities on the program’s behalf with UWAC

VI. Terms of Agreement and Evidence of Approvals:

Please return this agreement to the UWAC no later than January 5, 2024.

Name of Partner Program:

Signed By:

Executive Director

Date

United Way of Androscoggin County

Signed By:

Joleen Bedard, Executive Director

Date