

# United Way of Greater St. Louis | Funding Policies

Adopted by the Regional Investment Committee (RIC) on December 4, 2019

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The following describes the funding policies of United Way of Greater St. Louis (UWGSL) and is intended to supplement the funded organization's contract and application. It is subject to modification on an annual basis or as new opportunities to add clarity are identified.

## I. Background

UWGSL began in 1922 and serves the following 16 counties in Illinois and Missouri with a total population of approximately 2.8 million people:

Illinois – Calhoun, Clinton, Greene, Jersey, Macoupin, Madison, Monroe, Randolph, St. Clair

Missouri – Franklin, Jefferson, Lincoln, St. Charles, St. Louis City, St. Louis, Warren

The mission of UWGSL is to mobilize the community with one goal in mind – helping people live their best possible lives. The organization's core values are:

Autonomy – We take responsibility for directing and managing this organization, and in partnership with our agencies, we meet our community's critical human service needs.

Community – UWGSL is the place where people of our community come together in the spirit of teamwork and servant leadership to share our responsibility to care for one another.

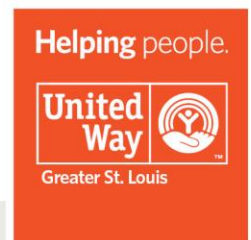
Compassion – We are a catalyst for change, creating awareness of needs, and celebrating successes in caring for one another and in creating a more compassionate community.

Diversity – UWGSL values and is committed to the richness of diversity in all aspects of our organization and those with whom we partner and serve.

Integrity – We are an integral part of this community's leadership; we conduct ourselves with the highest regard for trust, fairness, ethics, and respect for one another.

Stewardship – As excellent stewards of financial and human resources entrusted to us, UWGSL ensures that those resources are effectively developed and properly invested to achieve optimum impact in the community.

Volunteers – Volunteers are our foundation and most valuable resource. We were founded by volunteers and are a volunteer-directed organization.



## II. Volunteer Oversight

The Regional Investment Committee (RIC) provides volunteer oversight of the financial contributions made through the annual UWGSL campaign. It serves as the regional volunteer committee that partners with the Community Impact Division and ensures that donors' investments are allocated in an accountable and responsible manner. RIC is comprised of diverse community members who serve on panels that review proposals, conduct due diligence, make selections, and provide monitoring of investments and performance. The RIC chair and vice chair lead the volunteer committee process and report to and serve on the UWGSL Board of Directors. Investment decisions made by the RIC are brought to the UWGSL Board of Directors for final approval.

## III. Funding Categories and Parameters

UWGSL provides funding to improve outcomes within the areas of basic needs, education, financial stability, health, and strong communities within the following three categories:

Safety Net Pool	System Pool	Targeted Pool
Predictable funding to support organizations providing direct services to address community needs identified in the Community Needs Assessment (CNA)	Innovative funding to support organizations providing backbone, collective impact, and advocacy services to address community needs identified in the CNA	Flexible funding to support organizations addressing emerging or emergency needs and innovative solutions
Funding pool amounts for each category will be determined by RIC annually/every three years		
Three-year grants for general operating support	Three-year grants for general operating support	One-year grants for programmatic support
Funding amount cannot exceed 20% of an organization's budget for services within the 16-county region		
Annual funding within the three years is guaranteed at 90% of previous year's funding	Funding rises and falls annually with availability of unrestricted dollars	Funding is one-year only if funds are available
Three-year award based on performance, available funds, and the CNA. Abbreviated renewal application every three years. Annual reporting and performance reviews.	Reapplication every three years as funds are available. Annual reporting and performance reviews.	Reapplication every year as funds are available. Annual reporting and performance reviews.
RFP released January 2020	RFP released June 2020	RFP released January 2021

Helping people.



All funding pools will be open to the public. The first three-year cycle for Safety Net and System Pools will be January 1, 2021 – December 31, 2023. A Community Needs Assessment will be conducted every three years and will guide funding priorities. Agencies may be funded in more than one pool.

To qualify for funding, organizations must meet the following minimum eligibility criteria:

1. Provide direct services to individuals living in at least one of the 16 counties and in at least one of the identified need areas a/
2. Be in existence and operational for at least two years
3. Submit Federal 501(c)(3) Tax Determination Letter b/
4. Submit most recent Federal Form 990 Tax Return
5. Submit Illinois or Missouri Certificate of Corporate Good Standing
6. Submit policy on compliance with USA Patriot Act and other counterterrorism laws
7. Submit policy for background checks, including child abuse and neglect screenings as appropriate
8. Submit policy on non-discrimination in hiring and service delivery
9. Submit policy on privacy protection practices (HIPAA)
10. Submit most recent Audited Financial Statements, including auditor's opinion and footnotes
11. Submit most recent Management Letter prepared by independent auditor
12. Submit most recent Internal Control Findings Letter as appropriate

a/ For System Pool grants, this is expanded to include indirect services.

b/ For System Pool grants, this is expanded to include advocacy organizations, educational institutions, government, and faith-based organizations.

A Request for Proposals (RFP) will be released to announce the opening of a funding cycle and will define the eligibility requirements, selection criteria, application process and timeline. The application assesses performance in the areas of administration, governance, finance, and programs. In order to assess eligibility and performance, each organization seeking funding must submit its own application, whether submitting a proposal for an individual program or as part of a collaborative. Any proposals received that are incomplete or after the time specified for receipt of proposals shall not be considered.

#### IV. Payment and Reporting

Funded organizations agree to and understand that services performed for payment by UWGSL are limited to the submitted application for funding, contract, and any mutually agreed upon modifications. Payments for general operating support will be dispersed monthly taking the annual award amount and dividing by twelve months. Programmatic awards may be separated into two disbursements with payment contingent upon successful completion of a mid-year progress report.



Funded organizations must submit timely annual progress reports to allow for monitoring of administrative, governance, financial, and programmatic performance including but not limited to demographics, outcomes, and a copy of its annual Audit, Management Letter, and Internal Controls Letter no later than six months after the close of the organization's fiscal year.

As part of annual reporting, funded organizations are required to keep their 2-1-1 profile current and up to date. On-site reviews will also be conducted by UWGSL staff and volunteers within the three-year cycle and more frequently as needed.

Funded organizations are required to immediately report any critical incidents to UWGSL that have media, ethical, legal, regulatory, and/or leadership implications.

## V. Mergers/Acquisitions

UWGSL recognizes that mergers and acquisitions are a viable way for funded organizations to sustain or maintain their impact. Because mergers/acquisitions have the potential to impact ongoing contracts, service delivery, and core organization functions, UWGSL requires the following for partners considering or executing a merger/acquisition. For funded organizations exploring mergers/acquisitions, when funds are available organizations may apply to receive funding to hire a consultant to assist with merger/acquisition exploration and implementation.

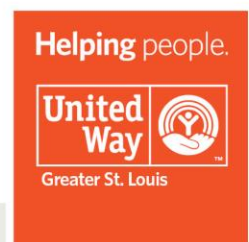
All efforts should be made to inform UWGSL of potential mergers/acquisitions once the Board of Directors has voted to begin the due diligence process. Identifying names may be kept confidential until approved by the organization's legal representation. Upon notification, a formal letter to UWGSL explaining merger/acquisition rationale, logistics, timeline, and any impact on contracted services and programs must be submitted.

Once the organizations have completed the implementation phase, the following documents must be submitted to UWGSL:

- Board Resolution signed by both non-profits confirming the merger
- Notice of Dissolution from the dissolving organization's Board of Directors
- Certificate of Merger and Notice of Dissolution from the Illinois or Missouri Secretary of State upon completion
- Updated organizational chart

For proposed mergers/acquisitions involving two currently UWGSL funded organizations, UWGSL will examine the potential impact on current contracts. If merging causes significant changes to UWGSL contracted service provision, a change in the contract may occur.

For proposed mergers between one UWGSL partner organization and a currently unfunded organization, UWGSL will examine potential impact on the current contract. If merging causes significant changes to UWGSL contracted service



provision, a change in the contract may occur. Overall funding to the combined entity cannot exceed more than 20% of the overall budget for services within the 16-county region.

## VI. Campaign and Supplemental Fundraising

Supplemental fundraising is any fundraising effort or activity planned to raise funds on behalf of an organization. This includes fundraising events and solicitation of individuals and corporations, including corporate foundations.

The blackout period is during the UWGSL annual campaign which is the day after Labor Day through October 31. During this period, UWGSL's public visibility peaks in support of the community-wide campaign. During this time, UWGSL funded organizations:

1. Can host fundraising events and solicit individuals during the blackout period. Fundraising events include galas, dinners, auctions, cocktail parties, lunches, fashion shows, trivia nights, golf tournaments, award ceremonies, etc. If hosting an event, funded organizations are welcome to co-brand with the "Proud Member of United Way" logo found on the website. If an event is being hosted on a funded organization's behalf by a third party, the organization must receive prior approval from their Portfolio Manager if they wish to co-brand using United Way's logo.

2. Cannot solicit corporations, including corporate foundations, during the blackout period. This includes using direct mail, electronic, or social media to solicit funds for fundraising events, sponsorships, scholarships, item drives, capital campaigns, in-kind items, etc.

While organizations can host fundraising events during the blackout period as noted above, they cannot solicit companies for sponsorships during that time (i.e., solicitations for sponsorship must occur before or after the blackout period).

Funded organizations must support the annual UWGSL campaign by (1) conducting a United Way campaign at the organization, (2) participating in community events, (3) having a trained speaker, and (4) acknowledging UWGSL as a funding source on its website, door entrance, and publications. The UWGSL logo can be found on the website and door decals will be provided.

## VII. Collaboration

To enhance coordination, integration, and alignment among partners in the region, funded organizations will be asked to participate in collaborative tables that pertain to their areas of focus. Frequency of convenings will be determined on an annual basis. In addition, funded organizations will be asked to participate in surveys and focus groups to capture the voice of partners.



## VIII. Compliance Standards

In compliance with the USA Patriot Act and other counterterrorism laws, funded organizations must annually certify that UWGSL funds and donations will be used in compliance with all applicable anti-terrorism financing and asset control laws, statutes and executive orders.

In addition, the funded organization will comply with all local, state, and federal certification, accreditation, and licensing requirements and applicable laws.

## IX. Modification

In the event that the funded organization requests to make changes, modifications, or amendments to funded services and programs covered by the contract, a written request must be submitted to the assigned Portfolio Manager. Any change requested that impacts the funding amount will be submitted to the RIC for consideration.

## X. Failure to Perform/Termination

In the event that the funded organization fails to perform according to the terms of the contract and funding policies, UWGSL has the right to withhold funding and/or terminate the contract. The organization has thirty days from the date of the written notice of termination to remedy or appeal the decision.

If UWGSL determines that the funded organization is at risk for non-compliance with contractual requirements, UWGSL may impose special conditions prior to termination such as additional technical assistance, monitoring, and submission of reports and/or corrective action plans.

