



United Way
of Tompkins County

2024-2025 IMPACT PARTNER MEMORANDUM OF AGREEMENT BETWEEN

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

AND

UNITED WAY OF TOMPKINS COUNTY

United Way of Tompkins County (UWTC) and “Impact Partner” named above agree to responsible stewardship of community resources through the United Tompkins Impact Fund to alleviate poverty, address human need, assist all people to thrive, and/or to strengthen human service programs (“voluntary partnership”). The time period for this agreement is July 1, 2024 through June 30, 2025, with an anticipated one-year renewal.

To this end, both parties agree:

- To practice mutual accountability as UWTC and as an Impact Partner toward fulfilling grant goals, maintaining ongoing communication, measuring impact and honoring donor intent to support the United Tompkins Impact Fund.
- To promote both the impact partner’s program and organization addressing human need and the UWTC vision and mission.
- To comply with UWTC policies and procedures regarding the allocation of grant funding.
- To have a designated Treasurer, Controller, or other financial officer to accept, manage, and distribute awarded funds; complying with all Generally Accepted Accounting Principles (GAAP).
- To process all funds through U.S. based banking institutions in accounts held in the agency, center, fiscal sponsor, local government, or council’s name. **No funds will be managed through personal bank accounts.**
- United Way funds and donations will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes and executive orders.
- Not to discriminate on the basis of race, creed, color, sex, national origin, age, sexual orientation, marital status, disability, sexual identity, domestic violence victim status, predisposing genetic characteristics, military or veteran status, or status in any group protected by federal, state, and local law.
- To maintain responsible management through non-profit leadership structure, as applicable:
 - Agencies: Board of Directors and a Chief Executive Officer or Executive Director.
 - Community centers/councils: Board of Directors with Designated Executive Officers.
- To keep each other informed on current operations, programs and services, problems, contemplated operating and capital changes, and any staff/primary contact changes.
- This agreement covers Year 1 of a 2 year grant cycle; Year 2 funding is conditional on a successful review of Year 1 activities. Year 2 funding for impact partners in good standing will be the same percentage of the funds available as received in Year 1.

It is agreed that Impact Partners 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 impact 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 impact partner’s programming as an organization and for the specific program(s) funded by UWTC.

- Strongly consider participating in the annual UWTC campaign by raising awareness in support of the United Tompkins Impact Fund between August 5 and 16 by:
 - Conducting a United Way workplace and/or local community campaign (UWTC staff will set this up in a format that works for you!), sharing the opportunity to give with employees, volunteer leadership, and/or your community network;
 - Share the impact your UWTC funding has on our community and those you serve in your newsletters, e-newsletters or e-mails, social media posts and including ways to pledge to the UTIF in these same communications, particularly between August 5 and 16 and periodically when asked (and provided materials) through March 31;
 - Participate in and promote community campaign events and promotions, including attending Campaign Kick-off and posting flyers and sharing UWTC social media posts (and sharing yours with us!);
 - Prominently displaying a UWTC campaign yard sign between August 5 and 16 and a window cling all year long;
- 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.
- Make staff available for training and technical assistance and coordination for collaborative efforts as deemed appropriate by United Way staff;
- Have at least one staff/volunteer leader attend Impact Partner meetings as often as possible. These meetings will be designed to build relationships, enhance strategic thinking, and strengthen system response and collaboration.
- Ensure that all contacts and organization information are up to date in the grant making platform especially primary contact and any individual assigned to an “active” application. Individuals no longer connected to the organization should be removed.
 - “Active” applications are those with actionable items connected to the process such as reporting.
- Have a current (dated 2024) signed Non-Discrimination Form, Allocation Schedule, and Memorandum of Agreement on file by July 19, 2024 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.
- Convene periodic meetings for relationship building, to enhance strategic thinking, and to strengthen system response and collaboration.
- Provide training, technical assistance and coordination for special projects and collaborative efforts as deemed appropriate by United Way staff.
- Participate in community assessment projects on a regular basis to ensure that United Way funds address community needs.
- Provide the granted funds according to an allocation schedule based on options presented to the Impact Partner. These include ten (10) monthly payments on or about September 15 through June 15 OR Quarterly payments on or about September 15, December 15, March 15, and June 15.
- 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.

An Impact 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 distributed under this agreement.

United Way of Tompkins County reserves the right to withhold or withdraw 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.

For Agencies Only:

CEO OR EXECUTIVE DIRECTOR'S SIGNATURE

CEO OR EXECUTIVE DIRECTOR'S PRINTED NAME

DATE

AGENCY'S BOARD CHAIR'S SIGNATURE

AGENCY'S BOARD CHAIR'S PRINTED NAME

DATE

For Community Councils/Centers Only:

BOARD PRESIDENT/CHAIR'S SIGNATURE

BOARD PRESIDENT/CHAIR'S PRINTED NAME

DATE

BOARD TREASURER OR SECRETARY'S SIGNATURE

BOARD TREASURER OR SECRETARY'S PRINTED NAME

DATE

FISCAL SPONSOR ACKNOWLEDGEMENT (ONLY IF APPLICABLE):

As the fiscal sponsor of the agency or community council/center named in this agreement, our organization acknowledges that we have been made aware of this agreement and all terms and conditions to which the sponsored agency or community council/center has agreed.

SIGNATURE OF AUTHORIZED FISCAL SPONSOR REPRESENTATIVE

DATE

AUTHORIZED FISCAL SPONSOR REPRESENTATIVE'S PRINTED NAME AND TITLE

UNITED WAY OF TOMPKINS COUNTY:

Michael Ramos

MICHAEL RAMOS
PRESIDENT AND CEO, UNITED WAY OF TOMPKINS COUNTY

6/25/2024

DATE

M

MICHAEL PEREHINEC
CHAIR OF THE BOARD, UNITED WAY OF TOMPKINS COUNTY

6/25/2024

DATE