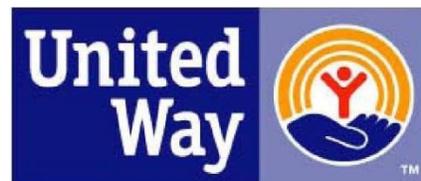


**CRITERIA & POLICY
FOR AGENCIES RECEIVING FUNDING THROUGH
COMMUNITY IMPACT GRANT PROCESS
2020-2023**



Maui United Way

CRITERIA AND POLICY FOR AGENCIES RECEIVING FUNDING THROUGH COMMUNITY IMPACT GRANT PROCESS

I. Introduction

All Agencies must meet the basic qualifications outlined in this document. These may be briefly summarized as 501(c)(3) charitable organizations providing support to Maui's community.

MUW's Board of Directors establishes and maintains this Criteria and Policy providing the detailed admission requirements for the various Agencies, and has the authority to make the final decision as to agency qualifications and admissions.

II. Agencies

Agencies that meet MUW's criteria (See Organizational Requirements) and have been given this status through the Community Impact Grant process. MUW funds a **specific** agency **program** for a three-year period. All grant awards made to this agency, must be used for their specified program need in Maui County (100% of MUW funding must benefit Maui County programs). An Agency's program will be listed in MUW's collateral materials.

A. Organizational Requirements

The agency must be incorporated, have adopted bylaws, and be organized and operated in pursuance thereof. It must:

1. Operate in impact areas of Education, Income Sustainability and Health.
2. Any agency operating under ecclesiastical control or jurisdiction must set up a clear line of demarcation, either by bylaws, policy statement or similar document, in its budget, between its religious program and its social service or health program, and must avoid religious proselytizing.
3. All agencies included must meet the Combined Federal Campaign (CFC) standard that they do not discriminate against any individual or group on account of race, color, religion, sex, national origin, age, handicap, or political affiliation. Nothing herein denies eligibility to any organization, which is otherwise eligible under this part to participate in the CFC, merely because such organization is organized by, on behalf of, or to serve persons of a particular race, color, religion, sex, national origin, age or handicap in their board representation, hiring policies and clientele served.

E. Need, Goals, Program

The agency will operate in a defined area of need, must specify its goals and conduct its program to meet that goal. Periodically it should reassess such need, goals and program. Conformity to this standard should be measured by such criteria as:

1. Evidence of vital need to the Maui community.
2. Sufficient evidence of need for MUW support.
3. Definition of the segment of need served by the agency.
4. Resources for a substantial program in the area of defined need.
5. Maintenance of accurate service records.
6. Coordinate with other agencies to leverage resources and other potential opportunities
7. Projection of long-term and short-term program goals for specified periods, and a method of board review of achievements reached at the end of such periods.

F. Application and Reporting

The Agency must:

1. Operate on an annual budget under defined procedures of budget preparation with board examination and formal adoption.
2. Control expenditures by such approved budget, with significant departures permitted only by board.
3. Submit semi-annual reports to MUW. Said reports are due January 31 and July 31, respectively.
4. Request in writing, an extension for the Semi-annual Report 30 days prior to the due date (at no cost). The request must be approved two weeks prior to the due date. If Semi-annual Report or approved extension report is not received and accepted 30 days after report is due, the process of suspension of payments will be initiated. Failure to submit the required Semi-annual Report is cause for suspension of payments and termination of funding. The agency shall be given timely written notice via certified mail of such action, which notice shall include the reason(s), a 60-day time limit from the date of notice to effect correction, and the right to be heard. If the agency chooses to exercise that right, this shall be communicated to MUW in writing and will be scheduled within 30 days. If there is no communication from the agency, termination of funding will be recommended by the Partnership Committee to the MUW Board of Directors.
5. Have approval by the agency's Board of Directors to apply for MUW funding. Such action should be reflected in agency Board minutes. Additionally, it is required

that the application be signed by both the Chief Volunteer Officer and the Chief Professional Officer and/or Executive Director.

6. Submit an Application for Funding to MUW every three years to apply for further funding. It is the policy of MUW to encourage agencies to develop sustainable programs. Agencies seeking additional funding beyond six years must seek approval from the Board of Directors.
7. Submit to MUW for prior review and approval, a written request and justification for any changes, additions, or deletions to any portion(s) of the funded program, grant application, or a duly executed MUW Grant Award Agreement. The agency will cooperate and assist in any effort undertaken by MUW to evaluate, inspect or otherwise monitor the effectiveness, feasibility, and/or cost efficiency of any and all practices, policies and procedures or activities pursuant to this application, any grant designation or allocation received as a result of their grant award.

J. Fundraising and Promotion Publicity

MUW acknowledges that some agencies may need to supplement their MUW allotment with fund raising activities. MUW encourages this in support of sustainability goals. However, fundraising shall not be conducted during MUW's annual major Employee and Corporate campaign between the months of August and September. Requests for exceptions must be submitted on a timely basis, in writing to MUW, and prior approval must be granted by MUW for such an event.

K. Financial Management and Accounting

Agencies must annually submit either an audit or a review by an independent, certified public accountant. The Board of Directors of the MUW retains the authority to require an agency to submit an audit rather than a review. It must have:

Audits or reviews showing all of the agency's income, disbursements, assets and liabilities, together with changes in endowment and other funds, reserves and surplus during the period, should be in sufficient detail to be in accord with sound accounting practices and Generally Accepted Accounting Principles (GAAP).

N. Other MUW Compliance Requirements

MUW compliance is recorded and reviewed in consideration for funding requests and review. Your agency will be required to maintain compliance with the following items:

1. Agency agrees to use MUW identification (logo and signage) on agency promotional materials such as letterhead, newsletters, website, brochures,

- advertisements, annual reports, etc.
- a. Agencies with websites and any social media will use MUW identification on their home or title page.
 - b. Agencies with websites will identify which program MUW supports and share the specific program link with MUW.
2. Agency agrees to participate in the LIVE UNITED fundraising campaign, with timely dissemination and return of MUW campaign packets.
 3. Agency agrees to provide information to use in MUW campaign collateral and respond to MUW communications in a timely manner
 4. Agency agrees to report in writing, to MUW's President & CPO, any investigation by any police agency, any government treasury department investigation or any other regulatory agency investigation (particularly regarding allegations of financial or managerial misconduct or allegations of criminal misconduct by the agency or by any member of its board or staff). The Agency further agrees the MUW will be advised in a timely manner of an adverse accountant or auditor reports or remedial financial recommendations.
 5. Agency agrees to provide representation at campaign or partnership related events and/or meetings, as specified in MUW's Grant Agreement.
 6. Agency agrees to provide a minimum of one (1) agency/program presentation annually in support of the MUW campaign as requested.

O. Non-Compliance

Should a participating agency be in non-compliance of the noted criteria in this document, the MUW Board of Directors may consider reduction or elimination of funding for one or more years. Formal notice will be given to the non-compliant agency via email and/or certified mail. Non-compliant agencies will have up to 30 days to become compliant prior to sanctions being enforced. The MUW Board of Directors shall consider such sanctions on a case-by-case basis.

P. Right of Appeals

Any participating agency may submit notification in writing appealing any decision by the MUW Board of Directors within thirty days after notification of its allocation. Only in exceptional circumstances will any appeals be acknowledged if received by MUW after the thirty-day period.

Q. Non-Discrimination

It is the policy of MUW and for those who do business with MUW to provide equal

employment opportunities and services to all persons regardless of race, physical disabilities, color, religion, sex, age, sexual orientation, national origin or AIDS/HIV infection status as mandated by the Federal Civil Rights Acts, as amended, and any other federal or state laws relating to equal employment opportunities and rights.

R. Grant Awards & Designations

All MUW grant awards are not to exceed \$30,000 per funding year. An agency may submit an application for funding for one program each funding cycle (three-year cycle), per each 501(c)(3) organization.

Designated contributions to grant-funded agencies are included in their overall grant allocation, not to exceed their overall grant request, unless the designations are higher than the actual request. These designations are factored into their overall award, and are distributed monthly to the agency from July 15th through June 15th of MUW's fiscal year. *Ten percent of all designations made to partner agencies will be added to the General Fund to be allocated.*