

**CRITERIA & POLICY
FOR AGENCIES RECEIVING FUNDING THROUGH THE
COMMUNITY IMPACT GRANT PROCESS
2023-2025**



Maui United Way

CRITERIA AND POLICY FOR AGENCIES RECEIVING FUNDING THROUGH THE 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 the communities of Maui, Moloka'i, or Lāna'i.

Maui United Way's Board of Directors establishes and maintains these Criteria and Policies 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 vetted through the Community Impact Grant process are eligible for MUW funding. MUW funds a **specific agency program** for a two-year period. All grant awards made to an agency, must be used for its specified program need in Maui County (100% of MUW funding must benefit Maui County programs). All awarded programs 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 statements, or similar documents, 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 a 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 agency board representation, hiring policies and clientele served.

B. 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 communities of Maui, Moloka'i, and Lāna'i.
2. Sufficient evidence of the 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 MUW Board of Directors' review of achievements reached at the end of such periods.

C. Application and Reporting

The Nonprofit Agency must:

1. Operate on an annual budget under defined procedures of budget preparation with agency board of directors examination and formal adoption.
2. Control expenditures according to the approved budget, departures may be permitted by the Maui United Way Board of Directors.
3. Submit mid-year and end-year reports to MUW. Said reports are due January 31 and July 31, respectively.
4. Submit mid-year and end-year reports to MUW. Said reports are due January 31 and July 31, respectively. If the report is not received and accepted within 30 days, MUW may elect to begin a process of suspension of payments.
 - a. If an agency has a legitimate reason to extend the reporting deadline, a request for an extension must be submitted in writing 14 days prior to the due date without penalty. If the request is not received within this timeframe, MUW may elect to begin a process of suspension of payments.
 - b. If the process of suspension of payments is initiated, the agency shall be given timely written notice via certified mail of such action. The notice shall include the reason(s) for the suspension, 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. The grant will be terminated if there is no communication from the agency.

- c. If a justification is provided within 14 days, funds will remain suspended until a mutual agreement is reached between the agency and MUW. If the issue is satisfactorily resolved, MUW will reinstate the funding. If the agency and MUW are unable to reach a mutual agreement, the grant will be terminated.
5. Submit to MUW for prior review and approval, a written request and justification for changes, additions, or deletions to portion(s) of the funded program that would significantly change the program's outcomes.
 6. 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.
 7. Agencies are required to spend all awarded funds within the award year. If for any reason an agency has more than \$500 in unspent funds at the end of an award year, the agency must submit a written request for an extension to use funds by July 15th of that year. The agency will be expected to fully expend the funds according to the plan outlined in the request or return any remaining funds to MUW.

D. 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).

E. Other MUW Compliance Requirements

MUW compliance is recorded and reviewed in consideration for future funding requests and reviews. Agencies 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 that MUW will be advised in a timely manner of 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.
 7. Agency agrees to integrate Diversity, Equity, and Inclusion (DE&I) within its ethos and will create a DE&I statement for its organization.

F. Non-Compliance

Should a participating agency be in non-compliance with the noted criteria in this document, the MUW Board of Directors may consider the 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 any actions taken by MUW as stated in this policy. The MUW Board of Directors shall consider such enforcement actions on a case-by-case basis.

G. Right of Appeals

Any participating agency may submit a notification in writing appealing the board's decision regarding their agency's application within thirty days of receiving the grant award or denial notification. Only in exceptional circumstances will any appeals be

acknowledged if received by MUW after the thirty-day period.

H. 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.

I. Grant Awards & Designations

All MUW grant awards are not to exceed \$15,000 per funding year. An agency may submit an application for funding for one program each funding cycle (two-year cycle), per each 501(c)(3) organization.

Designated contributions to grant-funded agencies are not included in their overall grant allocation.