



# UNITED WAY OF LEBANON COUNTY

**GIVE. ADVOCATE. VOLUNTEER. LIVE UNITED**

## **Eligibility Requirements for Lead Organizations Applying for Funding Opportunities**

United Way of Lebanon County serves as the philanthropic partner to the Lebanon Community. Our organization leads a volunteer-driven process in which community donations are invested into reputable organizations executing programs that can demonstrate measurable improvements in the lives and families of Lebanon County. It is essential that all organizations applying for funding align with the criteria below. Organizations who are unable to demonstrate alignment with the following criteria will not be considered for funding opportunities.

1. The program for which you are seeking funding must directly serve Lebanon County residents.
2. The organization must be incorporated as a not-for-profit, charitable organization and qualify as tax-exempt under Section 501(c)(3) of the Internal Revenue Service Code.
3. Must be registered and have the ability to provide a copy of your state registration certificate as a non-profit corporation.
4. Must have been organized and actively providing service for at least one year preceding the date of application.
5. Must have the ability to verify that services are provided to any eligible individuals without regard to race, color, creed, or religion.
6. Provide a copy of the most recently completed and signed IRS Form 990 covering the fiscal year ending not more than 18 months prior to January 2018 (i.e. ending on or after June 30, 2016).
7. If the nonprofit's annual revenue is \$150,000 or greater, provide the most recent audited financial statements for the organization. *The audit must express an unqualified opinion and must be conducted by an independent Certified Public Accountant in accordance with Generally Accepted Auditing Standards (GAAS).*
  - a. If the nonprofit's annual revenue less than \$150,000, a financial review completed by an *independent Certified Public Accountant* is acceptable. *The review must be in accordance with Statements on Standards for Accounting and Review Services issued by the accounting and Review services Committee of the*

*AICPA. The conclusion of the review must state that there are no material modifications that should be made to the financial statements for them to be in accordance with Generally Accepted Accounting Principles (GAAP).*

8. The organization is able to document community support and evidence of ongoing financial stability.
9. The organization maintains accounting records which conform with the generally accepted standards of accounting and financial reporting.
10. The organization must maintain responsible management, including a Board of Directors in accordance with the organization by-laws and Chief Executive Officer, or similarly functioning position.
11. The organization operates in accordance with established bylaws which include a statement of purpose and objectives, procedure for elections, quorum requirements, duties, and authority of the governing Board and officers.
12. The organization is governed by a volunteer Board of Directors, or if a national or state organization, a volunteer Advisory Board composed of local persons serving without compensation, or a conflict of interest, and meeting at least quarterly.
13. The organization has stated policies of nondiscrimination and complies with all the requirements of state and Federal laws and regulations on nondiscrimination and equal opportunity with respect to clients, officers, employees, and volunteers. Operates, by policy and practice, without discrimination in all respects including services to individuals, selection of Board and committee members, and the employment of staff.
14. Must maintain and provide a copy of liability insurance of certificate held by agency verifying coverage.
15. The organization has developed and maintains measurable standards of quality and program outcome models.
16. The organization must be in compliance with local, state, and federal policies governing its programs and organization.
17. The organization does not knowingly employ individuals or contribute funds to organizations found on terrorist-related lists officially announced by the U.S. Government, the United Nations or the European Union. Has certification indicating compliance with the spirit and intent of the U.S.A. Patriot Act and other

counterterrorism laws as requested (**must sign and return the USA Patriot Act Certification Form.**)

*\*United Way reserves the right to request additional information to ensure eligibility requirements are satisfied to serve as a responsible steward of community donations.*