

UNITED WAY OF PIKE COUNTY

ALLOCATION OF FUNDS

Policies and Procedures

Proposed January 21, 2002 by the Allocations Committee for consideration by the Board of Directors. Revised and approved by the Board of Directors January 29, 2002.

Eligibility Requirements

1. Applicant agencies/organizations must be 501(c)(3) nonprofits that provide human services in Pike County, PA. Applicants that have 501(c)(3) applications pending with the IRS may apply for United Way funding, providing proof of the 501(c)(3) application with their United Way Application, but funds will not be disbursed by United Way prior to approved 501(c)(3) status.
2. Applicant agencies/organizations must demonstrate that the service or program for which they are applying is not an unnecessary duplication of another service or program already available in the County.
3. Applicant agencies/organizations shall be governed by an active Board of Directors that meets on a regular basis and exercises control over the finances of the agency/organization.
4. Applicant agencies/organizations must provide its programs/services on a non-discriminatory basis and are required to endorse the United Way Non-Discrimination Policy attached to the Application.
5. Applicant agencies/organizations shall provide with its Application an annual budget for its operations in Pike County.
6. A self-evaluation of the prior year's use of United Way funds in narrative or outline form is required as part of the request for additional funds. Applicant agencies/organizations that choose not to re-apply in the year immediately following a previously funded period must complete such a review before funding of any future project is approved.
7. New agencies/organizations may apply for start-up funding in their first year of operations only.
8. No extensions of Application deadlines will be allowed for any reason.

Allocation Guidelines

1. The Board of Directors shall notify the Allocations Committee of the funds available for distribution annually.
2. No waiting period is necessary prior to Application as long as agencies/organizations meet all other requirements.
3. The Allocations Committee shall review agency/organization requests for funding giving consideration to the amount of United Way funds available and the merits of the Application.

4. The Allocations Committee may recommend modifying the amount applied for by applicants.
5. There shall be only one application process per year, although the application process may be modified based upon special circumstances, as determined by the Board of Directors.
6. Each year, the Allocations Committee shall recommend to the Board of Directors whether funds should or should not be added to the United Way Emergency Fund.
7. The Board of Directors shall consider recommendations from the Allocations Committee regarding requests by eligible agencies/organizations for emergency funds.
8. There shall be no blackout period in which agencies/organizations funded by Pike County United Way must abstain from operating their own fundraising initiatives.

Allocations Committee

The Allocations Committee shall represent a true cross section of the County and its needs. The Committee shall consist ideally of 6 to 8 Committee members plus a chairperson, or co-chair persons. Any person is qualified to become a Committee member and candidates for the Committee may be recommended by any Board member. Committee members shall be sought from nonprofit and for profit organizations, schools, clients, law enforcement, clergy, government, banking and other disciplines and shall to the maximum extent possible reflect the ethnic, economic and geographic diversity of Pike County.

Members of the United Way Board of Directors may not constitute more than 25% of the Allocations Committee. Agencies/organizations that receive United Way funding shall not constitute more than 25% of the members of the Allocation Committee.

Allocations Committee members must disclose to the Committee any affiliation of any kind with any organizations or agencies that apply for United Way funding. Such members must recuse themselves from advocating for, or voting on, Committee decisions to recommend funding and funding allocations to any organization or agency in which the member has a vested interest. The Committee will use its best judgment in determining what constitutes a vested interest. At a minimum, a Committee member will be considered to have a vested interest if they or a member of their immediate family are an employee, officer, director or committee member of an applicant organization/agency. The Committee may defer such a decision to the United Way Board of Directors if it feels the need to do so.