

United Way of Western Kentucky (UWWKY)

How to become a partner agency: What you need to know

Step One: Determine which type of partnership works best for your organization.

Community Partners: Agencies that have a written partnership/impact agreement for programming offered in collaboration with UWWKY. Examples: PALS program, 21st Century grant agreements, Getting Ahead program, etc.

To request community partnership, contact United Way CEO, Betsy Burkeen:

betsy@unitedwaywky.org or 270.442.1691

Funded Partners: Agencies that receive impact funding through UWWKY for specific programs in the areas of education, income, and/or health.

For more information on becoming a funded partner, see below.

Funded Partner Pre-Application

Important Dates:

The pre-application will be available on unitedwaywky.org in mid-October.

Pre-application due: Wednesday, November 29 at noon.

Requirements validated via the pre-application.

1. Agree to the UWWKY partner agency requirements listed in the pre-application.
2. Must be tax-exempt/nonprofit.
3. Governed by a Board of Directors or maintained by consistent advisory council oversight.
4. If an agency's total revenue is \$500,000 or more, the agency is required to submit an independent financial audit conducted by a Certified Public Accountant and in conformity with generally accepted accounting principles.
5. If an agency's total revenue is \$499,999 or less, the agency is required to submit an independent financial audit or an independent financial review conducted by a Certified Public Accountant.
6. An agency's program must achieve one of the education, income, and/or health goals of the United Way. Program goals can be viewed online:

Education: unitedwaywky.org/education

Income: unitedwaywky.org/income

Health: unitedwaywky.org/health

A separate pre-application should be submitted for each impact program.

Funded Partner Full Application

Important Dates:

If approved to move forward in the funding process, you will receive the full application by mid-December.

Written application due: January 31, 2024 at noon. Selected agencies will be required to participate in budget reviews and may be selected for a facility tour. See below for more information.

Application:

The application is subject to change every year. If you would like to see last year's application for a general idea of the questions asked, please send your request to betsy@unitedwaywky.org.

Funded Partner Review Process

Important Dates:

Agency tours and budget reviews will be held in May 2024 with dates being published in April.

Agency Tours:

Not all agencies will be selected for agency tours by the impact council reviewing each application. Most will be chosen on a three-year cycle or out of consideration for major changes that have been made to the organization since the last in-person review.

Agency leadership, including board members, should strive to be present at agency tours. The impact council should learn about the program(s) you're applying for and also gain a general understanding of your organizational operations. Budget/financials should **not be** discussed on this day.

In-Person Budget Review:

Any agency not chosen for a tour, will be given additional time to show a video and give a general overview of the organization and program(s) for which you are applying.

Budget reviews will be conducted in person at the United Way office. Agency leadership, board members, and those with knowledge of your financial operations should attend. Agency leadership should review your agency budget, program budget, and answer any questions the impact council may have concerning your application.

Funded Partner Follow-Up Process & Allocation Reimbursement

Award or Denial Letters:

Award/denial notices will be sent out mid-June via email and postal mail.

Reimbursement Period:

April 1, 2024 - March 25, 2025

Reimbursement Requirements:

A detailed listing of expenses and/or invoices should be received by 4 pm on Tuesdays. You are not required to send weekly, but it's allowable if you so choose. Once an expense is approved, checks will be cut and mailed weekly by Friday.

Formal documentation requirements will be sent to you upon impact funding approval by the United Way's Administrative Director, Susan Gibson. For questions, contact Susan at susan@unitedwaywky.org.