

# United Way of Volusia-Flagler Counties

## Certified Partner Agency Program

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The Certified Partner Agency program is intended to build the capacity of Volusia-Flagler social and human services organizations. Certified Partner Agencies, while not recipients of United Way's Community Impact funding, are verified and recommended to the community by the United Way of Volusia-Flagler Counties as being financially viable, operating under strong governance, and working to positively impact the Volusia-Flagler community.

### Benefits to Certified Partner Agencies:

- Professional development and capacity-building training at a discounted rate
  - Trainings are provided by professionals from the Edyth Bush Institute for Philanthropy and Nonprofit Leadership
  - Topics Include:
    - Outcomes Measurement – February 7-8, 2018
    - Diversified Fundraising – April 6, 2018
    - Proposal Writing – September 2018
- Application to UWVFC mini grants
- Inclusion in appropriate UWVFC marketing materials
- Volunteer support through UWVFC's Get Connected tool
- Involvement in identification of future Community Impact priority areas

### Requirements to Become a Certified Partner Agency:

- Agencies must be 501(c)(3) non-profit organizations serving Volusia or Flagler Counties, or non-501(c)(3) organizations that abide by the UWVFC mission and work in Education, Financial Stability, or Health.
- Agencies must be committed to the United Way mission.
- Agencies must maintain an updated 211 profile.
- Agencies must pay an annual fee of \$50.

Applications to become a Certified Partner Agency can be found at [uwvfc.communityforce.com](http://uwvfc.communityforce.com)

- Applications will remain open throughout the grant cycle.
- Applications require proof of nonprofit/tax exempt status, IRS Forms 990 and W-9, a current agency budget, appropriate financial documents<sup>1</sup>, and a roster of the Board of Directors.
- Partner certifications are valid for one year, and can be renewed upon reapplication.

Applications are reviewed by the United Way Community Impact staff, and approved by the volunteer Community Impact Cabinet. Acceptance as a Certified Partner Agency is based upon an agency's finances, governance, commitment to the United Way mission, and overall sustainability.

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<sup>1</sup> See below for list of required financial documents.

## Required Financial Documents:

All applications must include appropriate financial documentation. The required documentation is based upon the applicant organization's prior year annual budget.

- Organizations with a prior year annual budget of \$500,000 or greater must provide a prior year financial audit completed by an independent Certified Public Accountant.
- Organizations with a prior year annual budget between \$200,000 and \$499,999 must provide a prior year financial review completed by an independent Certified Public Accountant.
- Organizations with a prior year annual budget of less than \$200,000 must provide financial statements from the last two fiscal years and one of the following:
  - A financial compilation completed by an independent Certified Public Accountant
  - A 990 (not a 990-EZ) completed by an independent Certified Public Accountant