



United Way of Otter Tail  
& Wadena Counties

**United Way of Otter Tail & Wadena Counties**  
**Program Agreement with Pelican Rapids ECFE Bright Start Child Care Visits, Serving**  
**Otter Tail County**  
**For the funding period of July 1, 2020 through June 30, 2022**

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United Way of Otter Tail & Wadena Counties and each affiliated agency, also known as the partner program, will enter into and sign a statement of agreement, written by United Way of Otter Tail & Wadena Counties.

United Way of Otter Tail & Wadena Counties along with their partner programs are concerned with the causes as well as the solutions of the social, health and welfare of people in Otter Tail & Wadena Counties. Both agree by joining together as partners in a voluntary, community-wide effort, we will mobilize our resources to deliver efficient human service programming related to current needs.

United Way of Otter Tail & Wadena Counties hereby accepts the above-named organization as an affiliated program for the calendar years July 2020 through June 2022. It agrees said program shall be allocated an amount of money for its operations as recommended by the Board of Directors who shall take into consideration the amount of money raised by United Way and the needs of the agency and of the community.

Disbursement of the agency quarterly program investment of United Way funds will be according to the guidelines below so long as the agency abides by the provisions of this agreement and if the funded program remains in existence.

The first quarterly payment will begin on September 30, 2020 and the final amount will be paid on June 30, 2022.

The Funded Partner program understands this Agreement is a statement of intent to fund but does not constitute a funding commitment by the United Way. Funds will be distributed by United Way to this program in accordance with unrestricted revenues received through the Annual Campaign. United Way of Otter Tail & Wadena Counties is not able to guarantee funding at any time and reserves the right to restrict, limit, or terminate funding.

**2019 Campaign Community Investment: \$1500**

**2020 Campaign Community Investment: \$1500**

**It is agreed, United Way of Otter Tail & Wadena Counties will:**

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- set the total annual campaign goal based on agency program requests, community needs and the prevailing economic conditions.
- conduct an annual fundraising effort to effectively and proactively develop financial resources to support needed human services.
- distribute funds quarterly.
- periodically determine the needs of the community through survey methods.

**Therefore, it is agreed, the funded agency/program will:**

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- obtain and maintain a charter as a non-profit charitable organization holding an exemption from federal income tax under the Internal Revenue Code: 501 (C) 3. Or a public agency/unit of government.
- report if the agency/program is under legal investigation for fraud or other illegal activity.
- ensure a policy of non-discrimination and non-segregation is followed on the basis of race, sex, age, physical and mental handicap, religion or national origin, regarding its governing body, employees and persons served.
- cooperate fully in the annual fundraising effort and encourage and support efforts of the local United Way throughout the communities.
- agree to maintain responsible management, including a Board of Directors that meets at least on a quarterly basis.
- will report any major program budget changes affecting how allocated dollars are spent in writing and refrain from modifying any United Way funded program without prior approval of the United Way Board of Directors.
- any funds allocated to the agency that may no longer be used for their program intended purposes will be returned to the United Way.
- agree to cooperate with other human service agencies preventing duplication of efforts in the service area of the program.
- keep the public informed as to its services and objectives, and to make known it is a recipient of United Way support including the United Way logo in its communications, such as letterhead, brochures, press release, brochures, etc...
- avoid major fundraising during the United Way annual campaign.
- when scheduled, ensure a representative of your agency will attend the annual meeting, kick-off event and partner program meetings.
- complete a mid-year Community Outcomes Report.

**Failure to comply:**

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Failure by any agency to comply with the terms of this agreement could result in decreased funding or termination of funding. United Way of Otter Tail & Wadena Counties reserves the right to withhold program funding should an affiliated agency fail to comply with one or more terms of this agreement.

**Any organization not signing and returning this partnership agreement, will not receive United Way funding.**

Approved for: *Pelican Rapids ECFE Bright Start Child Care Visits*

By:

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Agency/Program Executive Director

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Date