

Eligibility Guidelines and Requirements



To be eligible to apply for funds through Victoria County United Way (VCUW), an organization must meet the following requirements:

- The organization must be a Health and Human Services Organization that is in good standing having complied with all applicable state and federal laws and has maintained its 501(c)(3) designation by the Internal Revenue Service (IRS).
- The organization must be incorporated under Texas statutes and operating for at least three years. It must have at least one full-time staff person and an operating budget or net income of at least \$50,000.00 per fiscal year.
- The organization must be governed by a functioning volunteer board of directors and finance committee and maintain sound financial and administrative management practices. A list identifying the members and their contact information is required.
- The organization must demonstrate a history of measurable community impact through successful programs and physical presence within our geographic service area. Agencies must utilize some evaluative tool in order to assess and demonstrate impact. Our current service area includes Victoria, DeWitt and Lavaca Counties.
- The organization must demonstrate sound fiscal management and practices and will need to provide a current copy of its Form 990 and/or any extensions filed and board approved annual audited financial statements prepared in accordance with the generally accepted accounting principals (GAAP) and auditors' letter to management when the application is submitted and no later than 7.5 months after the end of its fiscal year and annual budget thereafter.
- The organization must certify in writing that its financial documents are true and correct to the best of their knowledge.
- The organization must notify VCUW if there are material changes to the agency's financial condition during its fiscal year. This notification must happen within 45 days of first occurrence.
- The organization must adhere to the VCUW Policies and Procedures and actively participate as a part of the VCUW annual campaign.
- The organization must not be on any federal watch list. The two most used list can be found at <http://www.state.gov/s/ct/rls/fs/37191.htm> or www.treas.gov/offices/enforcement/ofac/sdn . These lists include the Specifically Designated Nationals (SDN) and the Terrorist Exclusion List (TEL). The organization must be in compliance with all applicable federal and state laws including the USA Patriot Act and other counterterrorism laws.
- The organization must provide a signed VCUW Anti-Terrorism Compliance Measures Certification annually.

The following documents are also required:

- A copy of IRS Determination Letter 501(c) (3).
- Immediate prior year IRS Form 990, include all sections of the document.
- Names and terms of individuals on your Board of Directors, identify officers and provide, meeting dates and locations for the immediate prior year.
- 2011 Audit (audited financial statements) and Management Letter.
- Supporting document on deficit (only if applicable).
- A copy of the organizations conflict of interest policy.
- A copy of the organizations privacy policy, if you have a website.
- A copy of the organizations By-Laws and Articles of Incorporation.
- A copy of the organization's "Mission Statement"
- A description of agency services and programs not to exceed 25 words to be included in the Combined Federal Campaign and State Employee Charitable Campaign brochures.

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