



2007 Community Impact Response Grant Request for Funding Proposal

STANDARDS OF ACCREDITATION

Agency Name: _____

Program Name: _____

Standard 1 The agency is, and will remain at all times during the contract period, incorporated as a non-profit organization under the laws of North Carolina. The agency will have a letter of tax exemption as a publicly supported charitable organization under Section 501c3 of the Internal Revenue Service. The agency will have a letter of tax exemption from the State of North Carolina. The agency will be licensed for solicitation by the State of North Carolina.

(Executive Director Signature)

(Chair, Board of Directors Signature)

Standard 2 The agency will comply with the provision of the articles of incorporation and bylaws and with the law under which it is incorporated. The agency will comply with the reporting and other requirements of local, state and federal law including, but not limited to, the filing of annual reports with the Internal Revenue Service on Form 990 and with the charities registration body of the State of North Carolina.

(Executive Director Signature)

(Chair, Board of Directors Signature)

Standard 3 The agency maintains by-laws/policies which state the purpose of the agency, makes provisions for the size of the Board of Directors and provides rules for membership, selection, tenure, number of officers and committees, financial and legal procedures and quorum requirements. The agency maintains written general board policies and procedures governing conflicts of interest and self-dealing transactions.

(Executive Director Signature)

(Chair, Board of Directors Signature)

Standard 4 The agency incorporation papers will state clearly who elects the Board and exercises basic control of the agency. The Board will consist of not less than nine (9) people who will have representation from diverse elements of the community. The Board will meet at least four times per year (one of these meetings may be the annual meeting). Minutes of all meetings of the Board and executive committee will be recorded and filed in a permanent record. The Board serves without compensation and no member of the Board is a staff member or the agency. The Board monitors the compliance with the agency's mission statement and by-laws.

(Executive Director Signature)

(Chair, Board of Directors Signature)

Standard 5 The agency has an annual audit or review performed by an independent certified public accountant in accordance with the Standards of Accounting and Financial Reporting for Voluntary Health and Welfare Organizations within nine months of the agency's year-end prior to contract cycle. Such reports will provide full disclosure of all support/revenue.

(Executive Director Signature)

(Chair, Board of Directors Signature)

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Standard 6 The agency will maintain a written control document in place to protect its solvency, minimize the risk of misappropriation of funds and safeguard its assets. The appropriate records will enable the agency to make a regular assessment of its financial condition, to examine the volume and effectiveness of its services and to provide accountability to the agency's constituency, its sources of support and the community at large. The document will include standards for an employee or an agency representative for the use of agency's credit card, cell phone or agency phone, personal long distance charges for phone or fax. The document will include standards for reimbursement to an employee or agency representative for expenses such as mileage, lodging, meals, airfare, etc.

(Executive Director Signature)

(Chair, Board of Directors Signature)

Standard 7 The agency will have a mechanism for measuring program accomplishments against stated objectives. The evaluation mechanism will involve the board, the director and other personnel as well as clients, where appropriate. When necessary, the evaluation will address the reasons for failure to meet objectives and set out steps toward correction or improvement. The agency will have written goals and measurable objectives for administrative and program functions to provide orderly direction for resources. The agency will have sufficient current documentation in measurable terms to justify the need for its program. The programs of the agency will be coordinated with similar service providers in the community.

(Executive Director Signature)

(Chair, Board of Directors Signature)

Standard 8 The agency will maintain a written policy of non-discrimination with respect to age, sex, handicap, race, religion or national origin and will maintain its operations based on the policy. This policy will apply to membership bodies, boards, committees, staff and services.

(Executive Director Signature)

(Chair, Board of Directors Signature)

The governing body of _____ has approved these standards. Any modification of this document will be effective only if it is in writing, approved and signed by both the applicant agency and the United Way of Cumberland County.

In witness of approval of these Standards of Excellence & Accreditation, the undersigned have affixed their signature:

AGENCY – BOARD OF DIRECTORS, CHAIR

DATE

AGENCY-EXECUTIVE DIRECTOR

DATE

UWCC-PRESIDENT & CEO

DATE

UWCC –BOARD OF DIRECTORS, CHAIR

DATE