

2022 Human Service Fund (HSF) SMALL GRANTS POOL AGENCY STANDARDS

AGENCY NAME: _____

_____ *Sign here* to indicate applicant is a nonprofit organization, certified by the United Way of Greater Kansas City. By signing, applicant grants permission to United Way of Greater Kansas City to share its certification letter with United Community Services of Johnson County and the HSF Grant Review Committee.

Does the applicant charge fees for services? _____ (yes or no) If yes, attach fee schedule and policy.

Initial below to confirm compliance and attach relevant documents.

Agency Standards	<i>Initial</i> to Confirm Compliance	Documentation to Attach
1. The agency is incorporated as a nonprofit corporation in either the State of Missouri or Kansas (except in the case of a local chapter whose national organization is incorporated in another state) and submits an annual corporate report.		Attach articles of incorporation and current corporate annual report.
2. The agency has nonprofit, §501(c)(3) status.		Attach §501(c)(3) designation.
3. The organization has bylaws that formally state the agency’s purpose and which govern the agency’s operation.		Attach bylaws.
4. The agency has a volunteer board of directors, or other governing/advisory body, which reflects the community and/or its constituents, and is responsible for policy setting, fiscal guidance, planning and ongoing governance. If the agency’s governing body is national, a local advisory board or equivalent body assists the board of directors in fulfilling its oversight role, particularly as it pertains to the agency’s local services and finances.		
5. The agency is in compliance with all federal, state and local rules, regulations and codes and all applicable licensing requirements governing its operation. This policy includes, but is not limited to, tax filings (including submission of the IRS Form 990), employment law, Americans with Disabilities Act, and health and safety regulations.		Attach Form 990 or 990EZ and list of agency, program, and/or staff licenses and/or certifications, if applicable.
6. The agency is in compliance with FASB (Financial Accounting Standards Board) and generally accepted accounting principles for nonprofit organizations, including but not limited to:		
a) Agency has an annual budget outlining projected revenue and expenses for programs, fund raising and administration. Budget is consistent with the major classifications and programs in the audited financial statements.		Attach Board-Approved Budget
b) Regularly prepared financial statements present the overall financial activities and financial position of the organization and include a functional expense breakdown that shows total expenses for each program, fund raising and administration which are consistent with those reflected in the agency budget.		Attach 2020 Year-End Financials.
7. Administrative and fundraising costs are reasonable, generally not exceeding 25% of total expenditures. In the event that such costs exceed 25%, the agency is able to explain why this excess is justified.		
8. The agency’s board of directors, or other governing/advisory body, exercises responsible oversight of the organization’s operations and staff, and, as such maintaining minutes and approving a budget and expenditures.		Attach current roster, including offices, terms, and contact information for board of directors and/or local advisory board.

<p>9. Policies adopted by the board, and management practices are in place to help ensure accountable and effective operations, including periodic planning and assessment as well as, but not limited to, policies and practices listed below. The agency demonstrates that it adheres to the policies and practices it has established.</p>		
<p>a) Conflicts of interest involving board members, other volunteers, and staff.</p>		
<p>b) A policy promoting diversity, including compliance with all nondiscrimination policies of jurisdictions contributing to the HSF.</p>		
<p>c) A policy that ensures there is a clear separation and distinction between religious programs and social programs, including separate budgets, and that participation in religious activities is not a requirement to receive services and affirms that programs are open on an equal basis to people of all faiths.</p>		
<p>10. The agency carries insurance coverage to protect the public interest and safeguard the assets of the organization. Such coverage may include a blanket fidelity bond, general liability insurance, real and personal property insurance, officers and directors liability insurance (which may be extended to include the agency’s chief executive officer) and applicable professional liability insurance.</p>		
<p>11. The agency periodically affirms its programs in light of its mission and ensures that the agency has the organizational capacity (qualified staff, appropriate facilities and financial resources) to implement the program(s).</p>		