

**AGENCY STANDARDS AND DOCUMENTATION**  
**2024 HUMAN SERVICE FUND (HSF) SMALL GRANTS POOL, JOHNSON COUNTY, KS**

**ORGANIZATION NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

Street Address

City

State

Zip

**CONTACT PERSON:** \_\_\_\_\_

Name

Title

**CONTACT INFORMATION:** \_\_\_\_\_

Email

Phone

Check here if your organization is a United Way Impact 100 Community Partner for 2022 or 2023.

Review the Agency Standards Checklist below. Nonprofit organizations must be in compliance *with each item*. *Initial* to confirm agency compliance with each requirement. All applicants attach the documentation indicated in a single .pdf when submitting a final application. For questions, contact Christina Ashie Guidry, [christinag@ucsjoco.org](mailto:christinag@ucsjoco.org).

Agency Standards Checklist	<i>Initial to Indicate Compliance</i>	Documentation to Attach
<p>1. Nonprofit, §501(c)(3) status.</p> <p>The agency is incorporated as a nonprofit corporation in 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.</p> <p>The agency has nonprofit, §501(c)(3) status.</p>		<p><b>New Applicants:</b> Attach articles of incorporation <i>and</i> §501(c)(3) designation.</p> <p><b>All Nonprofits:</b> Attach current corporate annual report.</p>
<p>2. Organization Formation.</p> <p>The organization has bylaws that formally state the agency's purpose and which govern the agency's operation.</p> <p>The agency has a volunteer board of directors, or other governing/ advisory body. 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. The Board exercises responsible oversight of the organization's operations and staff, including maintaining minutes and approving a budget and expenditures.</p>		<p><b>New Applicants:</b> Attach bylaws.</p> <p><b>All Applicants:</b> Attach current Board roster, including offices, terms and <i>contact information</i> for board of directors and/or local advisory board.</p>
<p>3. Organization Compliance.</p> <p>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</p>		<p><b>All Applicants:</b> Attach a list of agency, program, and/or staff licenses and/or certifications, if applicable.</p>

(including submission of the IRS Form 990), Americans with Disabilities Act, if applicable, employment law, and health and safety regulations.		
<p>4. Organization Finances.</p> <p>The agency is in compliance with FASB (Financial Accounting Standards Board) and generally accepted accounting principles for nonprofit organizations, including but not limited to:</p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>c) 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.</li> <li>d) If the organization operates under religious auspices, it separates its budget for its social service programs from its religious activities. This separation is clearly distinguishable in the agency's audited financial statements.</li> </ul>		<p><b>All Applicants:</b> Attach Most Recent Filed Form 990 or 990EZ.</p> <p><b>All Applicants:</b> Attach Board-Approved Budget.</p> <p><b>All Applicants:</b> Attach most recent Year End Financials.</p>
<p>5. Organization Policies and Procedures.</p> <p>Policies adopted by the board, and management practices are in place to help ensure accountable and effective operations, including but not limited to, those listed below. The agency demonstrates that it adheres to the policies and practices it has established.</p> <ul style="list-style-type: none"> <li>a) Policies addressing conflicts of interest involving board members, other volunteers, and staff.</li> <li>b) A policy promoting diversity, including compliance with all nondiscrimination policies of jurisdictions contributing to the HSF.</li> <li>c) If the agency has a religious affiliation or operates any programs with religious content, a policy that ensures there is a clear separation and distinction between religious programs and social programs 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.</li> </ul>		
d) If the agency charges fees for its services, a policy that ensures a consistent method for determining fees how fees for those clients with no ability, or limited ability, to pay the fees.		<b>All Applicants:</b> Attach fee schedule and policy, if fees are charged.
6. Organization Self-Assessment and Planning.		

<p>The agency's board and staff leadership engage in periodic planning and assessment of organizational performance to establish future direction for the agency's programs, finances, and overall management.</p>		
<p>7. Organization Insurance.</p> <p>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>		