

## United Way of Olmsted County, Inc.

### Sample Partner Agreement for Recipients of One-Time Awards

As an agent of social change, United Way of Olmsted County, Inc (UWOC) is pleased to enter into an agreement with **ORGANIZATION NAME** to provide support for **PROGRAM NAME**. This partnership is intended to provide **AMOUNT** for 1 year (July 01, 20XX – December, 20XX) **This award will be disbursed in a single payment no later than October 31, 202x**. Funding is contingent on timely receipt of this signed agreement and continued meeting of expectations.

UWOC is proud to stand together with your organization in making lasting social change in our community. We hope to build a relationship based on mutual respect and a shared aspiration to help people in need reach their potential. The expectations laid out herein are intended to ensure a shared understanding between partners in good faith.

As your partner, we (**United Way of Olmsted County, Inc**) agree to:

1. Disburse awarded funds in a timely manner; UWOC will provide you with at least 60 days' notice if we need to change the funding amount for reasons beyond your organization's control.
2. Upon request and mutual agreement, we are happy to provide additional non-monetary support to your organization within our capabilities (e.g., networking, technical support, equity resources, etc). We invite you to maintain an open line of communication with our staff about opportunities for us to assist you in building your capacities and meeting community needs in this way.
3. Highlight your organization's work to donors, investors, community partners, and other funders; we want your program to be successful and sustainable in our community.
4. Inform the community about the services you provide through United Way 211 information and referral service.
5. Assist your organization with recruitment of volunteers through our Get Connected portal and tailored volunteer opportunities with UWOC corporate partners, as capacity allows.
6. Report to you immediately any controversial events or issues, including any legal violations, financial issues, or governance matters, which may impact the reputation of UWOC or our ability to provide services to partner agencies.
7. Be open to listening and understanding any challenges your organization may experience that affects your program. We appreciate learning about these challenges and commit to helping you find solutions whenever possible.
8. Learn from our partners; we strive to continuously improve in our own work and commit to soliciting and responding to feedback from partners about our grantmaking and partnership processes. Feedback is always welcome!

As our partner, we ask that you (**ORGANIZATION NAME**) agree to:

1. Use UWOC funds solely for operating expenses related to your approved program as outlined in your grant proposal. Funds are to be used to support programming and

operations within **COUNTY**. Funds cannot be used to subgrant to other organizations or agencies without the prior written consent of UWOC. Funds are to be used to cover program expenses incurred during the period covered by this agreement. (July 01, 20XX – December, 20XX)

2. Continue to provide services throughout the entire duration of the grant as described in your grant proposal. We know that you adjust your program plans and budgets in response to changes in community and business needs. Please disclose to UWOC any significant changes to program design or program operations (location, organization or program leadership, key services), or any other factor that might affect your organization's ability to deliver program service.
3. Report to UWOC on the impact of funding no later than December 31, 202x, either in writing or in conversation, as mutually agreed upon by **AGENCY** and UWOC (attached).
4. Share most current version of organizational documents with UWOC, including: (a) annual financial reports (b) IRS Form 990, and (c) current Board of Directors contact list. Share with UWOC a copy of your financial audit or other agreed-upon documentation demonstrating compliance with UWOC's Fiscal Responsibility Policy (attached). We will request these materials as part of the award process.
5. Alongside reporting, share aggregate demographic information for your staff and Board of Directors, *if you collect such information and are permitted to disclose it*
6. Report to UWOC immediately any controversial events or issues, including any legal violations, financial issues, or governance matters which may impact the reputation of your organization or its ability to provide services.
7. Allow UWOC to include your organization and program names in UWOC promotional and information materials in any calendar year in which the organization received funds from UWOC.
8. Since this grant award is made possible through voluntary community donations we appreciate, where you consider it appropriate, when you indicate in print, electronic, and other media or publications that the program and organization are supported by United Way of Olmsted County. We are happy to share high resolution images of the UWOC logo upon request.

We enter into this agreement in a spirit of partnership and respect. Both organizations reserve the right to suspend this agreement should either party fail to comply with the terms set out herein, or any other agreement between the parties actively in place at the time. Should any of the terms of this agreement cause an undue burden to your organization, UWOC staff will work with you to develop a mutually agreed upon path forward for a healthy relationship. We look forward to working together to improve the lives of people in our community.

**PARTNER ORG NAME**

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(Signature – NAME / Executive Director) (Date)

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(Signature – NAME / Board Chair) (Date)

United Way of Olmsted County

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(Signature – Jerome Ferson / President & CEO) (Date)

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(Signature – Armin Budimlic / Board Chair) (Date)