



United Way  
of Rutherford &  
Cannon Counties

## PARTNERSHIP AGREEMENT BETWEEN

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### Participating Agency(ies)

hereinafter referred to as the Agency(ies)

And

### United Way of Rutherford and Cannon Counties

hereinafter referred to as United Way

**For the time period of July 1, 2024 – June 30, 2025.**

All requests must align to [Bold Goals 2030](#) as well as at least one strategy and tactic within the bold goal for which you are applying.

#### **I. Both United Way and the Agency(ies) agree to:**

- a. inform each other on all matters of common concern and to consult together when problems or misunderstandings arise in order to reach solutions in the best interest of the community;
- b. conform to all policies, procedures, and guidelines governing applicable UWRCC funding relationships;
- c. abide by ethical methods of publicity, promotion, and solicitation of funds with each organization's mission;
- d. a partnership which functions as a team in a positive and cooperative manner.

#### **II. United Way agrees to:**

- a. respect the autonomy of the program partner and recognize the responsibility of the Agency(ies)' boards to determine its own policies and manage its own programs;
- b. maintain a responsible board of directors which shall meet at least four times annually;
- c. provide periodic program and budget reviews and to direct funding toward programs which meet its high standards of accountability and which address pressing community needs;
- d. cooperate with other Agency(ies) in promoting effective services, efficiency, and economy;
- e. conduct ongoing fund development efforts to support community needs;
- f. be a responsible steward of funds contributed to United Way by:
  1. addressing community issues;

2. honoring donor wishes which comply with the designation policy;
  3. submitting all appropriate records for an annual audit by an independent certified public accountant.
- g. provide prompt consideration and response to any request from a program partner.

**III. The Agency(ies) agree to:**

- a. coordinating agency agrees to make any agreed upon payments to collaborative agency(ies) by the 5<sup>th</sup> of every month
- b. operate under applicable state and federal laws;
- c. maintain a responsible board of directors which shall meet at least four times annually;
- d. cooperate with other organizations, both public and private in meeting the needs of the community, in preventing unnecessary duplication of services, and in promoting high standards of efficiency and effectiveness;
- e. meet the following standards of the partnership terms:
  1. provide reports related to use of funds, program outcomes, or any other requested information
  2. provide activity, outputs, outcomes reporting to United Way by the stated deadline in a complete format
  3. understanding that deviation from the stated use of funds without express written consent from United Way could jeopardize continued receipt of and/or return of any funds other than those specifically designated to the Agency(ies)
  4. monthly check in meetings to help troubleshoot any unforeseen challenges and explore opportunities for growth
  5. utilize shared metrics and measurements as provided by United Way (for the program/service for which United Way is providing funding)
  6. meet program-level benchmarks and goals as determined in the agency's proposal for funding and subsequently agreed upon with United Way
- f. recognize and identify publicly United Way's partnership with your Agency, to display the United Way insignia on property, and to include references in publicity materials produced in order to strengthen public identification with United Way;
- g. keep its program fees and service charges commensurate with the ability of the participants to pay (if applicable), the costs of the services rendered, and the nature of the program;
- h. advise United Way of contemplated expansion, consolidations, mergers, and significant changes in partnership programs;
- i. recognize that United Way is under no obligation to increase funding to agency for expansion, consolidations, mergers, or significant changes in program;
- j. recognize that no oral understandings or statements may vary the terms of this contract;



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- k. operate without discrimination, accepting and aligning with United Way's [statement on Diversity, Equity, and Inclusion](#);
- l. recognize that the grant award provided by United Way is an "intent to fund" for the above stated time period, and should United Way experience a decrease in fundraising, or other relevant financial circumstance, the grant award may be adjusted accordingly.

**IV. United Way reserves the right to terminate or suspend funding at any time, for any reason.**

**V. The Agency(ies) further agrees to accept for the period covered by this agreement an amount approved by the United Way Board of Directors.**

We, the undersigned, confirm that this Agreement has been read and approved and the Agency agrees to abide by the terms of this contract, should funding be awarded to the Agency.

\_\_\_\_\_  
Coordinating Agency Board Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coordinating Agency Board Chair Printed Name

\_\_\_\_\_  
Coordinating Agency Executive Director/President Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coordinating Agency Executive Director/President Printed Name



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## APPENDIX

*Provided by United Way upon award of funding.*

We the undersigned confirm that at the meeting of the United Way Board of Directors held on \_\_\_\_\_, the Agency has been approved to receive funding as outlined in this agreement.

Total Grant Award 2024-2025: \_\_\_\_\_

For the Agency's Proposal Titled: \_\_\_\_\_

\_\_\_\_\_  
United Way Board Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
United Way Board Chair Printed Name

\_\_\_\_\_  
United Way President and CEO Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
United Way President and CEO Printed Name