



Memorandum of Understanding  
2018 - 2019 Grant Cycle

Salina Area United Way is a community change organization with the Mission to Strengthen Our Community in meaningful and measurable ways. We fight for the health, education and financial stability of every person in every community.

We are pleased to inform you that the Board of Directors of the Salina Area United Way has approved your organization's application for the 2018-2019 two-year grant cycle.

This Memorandum of Understanding outlines the investment agreement between the Salina Area United Way and < >. The investment funding shall be from January 1, 2018, to December 31, 2019.

This memorandum confirms that the collaboration is authorizing performance of the outcomes and actions described in the approved application. The outcomes to be achieved by December 31, 2019, in partnership with Salina Area United Way are as follows:

**Approved outcomes to be inserted here.**

The Salina Area United Way and < > hereby agree to the following:

**I. < >Agrees to:**

- (1) Provide all the services described in the Salina Area United Way Grant Application for 2018 and 2019 Grant Cycle, including at least a 50% match as noted in the Grant Application's Program Budget Form.
- (2) Utilize monies provided by Salina Area United Way solely for those programs approved in its application. The Fiscal Agent/Sponsor shall not utilize such funds for any other purpose without prior written approval from Salina Area United Way.
- (3) Provide timely, accurate data on the Salina Area United Way Mid-Year Report for the 2018 and 2019 Grant Cycle. Mid-Year reports will be submitted electronically by noon on the last Friday of July of 2018 and 2019.
- (4) Provide timely, accurate data on the Salina Area United Way Year-End Report for the 2018 and 2019 Grant Cycle. Year-End reports will be submitted electronically by noon on the last Friday of March of 2018 and 2019.5Submit any additional information requested by Salina Area United Way. Reporting documents may include collaboration demographic information, Counter-terrorism Compliance, and Kansas 2-1-1 Attestation.
- (5) Report to Salina Area United Way major shifts in programming through Mid-Year and Year-End reporting. (This includes new, expanded, or deleted programs)
- (6) Alert Salina Area United Way promptly regarding problems, media issues, and other events that may have the potential of reflecting negatively on the Salina Area United Way or the collaboration.
- (7) Immediately notify the Salina Area United Way of change in any collaborator's leadership or any other material changes.
- (8) Actively support and participate in the Salina Area United Way year-round campaign and resource development activities.

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- (9) Identify itself publicly as a United Way Partner through the display of the United Way and LIVE UNITED logos and name in any method that would be beneficial and appropriate. For example: program materials, newsletters, window clings, advertising, brochures, radio, TV and any promotional items. The < > will follow Salina Area United Way Brand Standards as referenced here: [www.unitedwaysalina.org/2016-17GrantCycle](http://www.unitedwaysalina.org/2016-17GrantCycle)
- (10) Allow all materials, conceptions, and products created or conceived by the collaboration to be shared with Salina Area United Way. All materials and products arising out of this grant must include the following statement: *This (publication, video, pamphlet, etc.) was produced by < > and funded by a grant from the Salina Area United Way.*

**II. Salina Area United Way Agrees to:**

- (1) Provide grant funding over a two-year period. The Salina Area United Way will electronically deposit < > on the first business day of each month from January 1, 2018, thru December 31, 2019 (or to begin as stated on the Salina Area United Way Grant Application for 2018 and 2019 Grant Cycle). Funding for the 2018 calendar year will be determined by the Salina Area United Way's total non-sponsorship pledges as of July 31, 2017. While it is the intent for funding to remain level for the entire cycle, all funding is contingent on an annual program review, adequate performance and delivery of services and outcomes, timely submission of mid-year and annual reports and the success of the annual campaigns. The Salina Area United Way Board of Directors reserves the right to adjust the 2019 approved grant amount if total non-sponsorship pledges as of July 31, 2018, decline by 20% or more from the previous year.
- (2) Align resources at Salina Area United Way through a system that:
- (a) Utilizes community volunteers to assess community needs
  - (b) Distributes resources for community needs to support the education, income and health goals of the Salina Area United Way.
  - (c) Supports collaboration and cooperation among organizations and individuals in order to achieve the outcomes of this agreement.
- (3) Maintain communication with < > for discussion of matters of common concern.
- (4) Provide development, training, outcome measurement and assistance for < >, upon request subject to available resources.
- (5) Promote the work and services that this goal provides, and assist with public relations on < >'s behalf as requested.
- (6) Conduct a yearly campaign for funds to support Salina area community education, financial stability, and health needs.

**III. Conditions and Termination**

- (1) Salina Area United Way reserves the right to revoke a grant award at any time, in whole or in part, for any reason, including but not limited to:
- (a) Noncompliance with the application's provisions and assurances, including failure to return a signed copy of this agreement;
  - (b) Failure to implement the grant program or to use grant funds and the required match in accordance with the application approved by Salina Area United Way;
  - (c) Lack of program success as evidenced by progress reports and program data;
  - (d) Failure to provide timely program data on Mid-Year and/or Year-End reports;
  - (e) Failure to account for grant funds in accordance with standards for financial management, to retain proper documentation for grant expenditures, or to provide information to auditors and monitors;

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- (f) Failure to meet performance measures or standards as specified in the application;
  - (g) Failure to provide accurate, timely, and complete information as required by Salina Area United Way to evaluate the effectiveness of the collaboration; or
  - (h) Fraud or criminal activity by applicants, its officers, or its employees.
- (2) Upon significant changes in < > funded activities or < > failure to submit the information required hereunder, Salina Area United Way may withhold any or all allocated funds or other program funds from < > immediately or subject to evaluations on a monthly basis.
- (3) Failure of < > as determined by the Board of Directors of Salina Area United Way, to comply with any of the terms and conditions of this Agreement may result in the < >'s funding being reduced or discontinued.

Please sign the acknowledgment below indicating you have received this memorandum and agree to the above terms and conditions. Return it to the Salina Area United Way office by < >

**Acknowledgment of Agreement**

I have read the above and agree to the terms and conditions contained herein.

Signature: \_\_\_\_\_  
< > Executive Director/Fiscal Agent

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
< >, President Board of Directors

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Amanda Michaelis, Executive Director, Salina Area United Way

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**RETURN TO:**

Salina Area United Way  
210 E. Walnut, Suite 100  
Salina, KS 67401