



UNITED WAY OF LEBANON COUNTY

GIVE. ADVOCATE. VOLUNTEER. LIVE UNITED

United Way Funded Partner Memorandum of Understanding

Agencies funded through United Way of Lebanon County agree to:

Impact:

- Provide a minimum of two impact stories per year to United Way to assist in showing the impact of the investment in your program.
- Maintain all eligibility standards throughout the duration of the funding period.
- Provide all required outcome measures and program reports as requested (quarterly, semi-annual, annual, and/or at program conclusion).
- Attend annual meeting to present a report with donors and community stakeholders.

Marketing:

- Identify as a UW partner by co-branding all program-specific collateral (webpage, flyers, brochures, posters, pre-releases, print articles, blogs, public service announcements, social-media posts, etc.)
- Display the United Way of Lebanon County logo in places of operation visited by customers/clients where the funded program(s) take place, including the use of a UW window cling provided by UW.
- Identify United Way as a funder in your annual report, in community presentations, and any other situations in which funders for your organization are identified.

Partnership:

- Utilize the Volunteer Lebanon hub for your volunteer recruitment needs and to promote your events. Be a partner in sharing information about this system with the community to increase volunteerism.
- Maintain up-to-date listings within the United Way 2-1-1 social service hotline and assistance in promoting 2-1-1 to the community at large by distributing materials, displaying posters, link on website, and/or awareness in newsletters.
- Attend all major United Way community and campaign-related events to include: campaign kick-off, report meetings, campaign celebrations, any partner specific meetings or trainings, Day of Caring, and the Community Impact Summit. Representation can be from a staff member, board member, and/or organization volunteer.

United Way will:

- Provide technical assistance and resources to assist partners with strengthening programs and outcomes.
- Utilize our communication channels to share success of your programming and outcomes
- Provide funding monthly to lead partner or organization unless otherwise requested and approved
- Deliver donor designations direct to your agency, outside of, and in addition to any impact award.
- Maintain administrative responsibilities of Volunteer Lebanon, the online volunteer hub, and offer the platform for community use to drive volunteerism and provide a concise volunteer recruitment tool for organizations.
- Maintain the 2-1-1 database and provide data reports.
- Provide training and professional development opportunities.
- Maintain and offer Communityforce, the online application system for those applying for grants and funding.
- Provide needs assessment data and share other data resources specific to Lebanon County.

United Way reserves the right to withhold funds for agencies or organizations who fail to uphold MOU and eligibility requirements through the duration of the funding agreement.

Authorized Agency Signature

Date