**Prairieland United Way Criteria**

**Criteria for Agency Certification Agency Agreement**

Agencies, upon meeting these criteria and approval of the Prairieland United Way Board are eligible to request funding for specific human service programs.

 Agencies shall:

1. Be classified by the IRS as tax exempt and to which contributions are tax-deductible. Provide a copy of the IRS Tax Exempt Letter.

2. Be in compliance with non-discrimination policies specific to employment and services. Provide a copy of your policy.

3.  Have an active, responsible volunteer Board of Directors which meets at least quarterly. Provide a list of your active Board members and meeting dates.

4. Maintain accurate, complete, detailed financial records in compliance with generally accepted accounting procedures.

5. Have an annual audit (unqualified opinion) performed by an independent (outside of agency), CPA and following IACPA audit guidelines for voluntary health and welfare organizations. Provide a copy of your audit.