



## NEW PROGRAMS/VENTURE GRANT POLICY

**Funding Level:** The level of funding available for Venture Grants shall be determined annually by the Board of Directors of the United Way of Parker County. The amount requested may not exceed \$5,000 for the fiscal year.

**Eligibility Requirements:** All organizations applying for Venture Grant funds must meet the following minimum requirements:

- Operate as a nonprofit charitable, educational, civic, scientific, social welfare, hospital, health care, or health service organization.
- Operate under written Articles of Incorporations and By-Laws or other written documents or statutes that define the applicant's purposes, membership, management, and operation.
- Operate on a nondiscriminatory basis in employment, recruitment of volunteers, and delivery of services.
- Demonstrate effective program performance and financial responsibility and accountability.
- Operate or provide service within Parker County.
- Grants must provide funding for services or activities that align with the United Way of Parker County priority issues.

**Operating Guidelines:** The following basic operating guidelines shall apply:

- Funds shall be used solely for the granted purpose.
- Funded activities shall commence in a timely manner and expenditures shall cease within one year after receipt of the grant unless an extension is granted by the Board of Directors of the United Way of Parker County. Grant funds not expended shall be returned to United Way.
- All Venture Grants shall be approved by the Board of Directors of the United Way of Parker County. The amount of any grant will depend upon individual program requests and the need as determined by the Board of Directors of the United Way of Parker County.
- No Venture Grant will be given for any purpose that would jeopardize the tax-exempt status of the United Way of Parker County or the applicant organization.
- Grant recipients shall conspicuously acknowledge United Way of Parker County in all promotional materials, activities, and programs funded with United Way monies.
- Grant recipients shall submit a project performance report and a financial statement indicating the actual use and the results of venture grant funds. If the grant is used for a program, quarterly reports are required. If the grant is used for a project, a report, and financial statement must be submitted within 30 days of completion.

**Application and Funding Procedure:** The following general procedure shall apply.

- Organizations must submit applications for funding to the United Way office during the annual designated open application period beginning January 1st.
- The Allocations Committee will make a preliminary review of each request and determine if a formal interview and/or onsite visit with the applicant organization is needed. Funding requests may be denied without an interview or onsite visit.
- The Allocation Committee will submit a recommendation for funding recipients and amounts to the Board of Directors of the United Way of Parker County at the next regular meeting. Organizations will receive written notification of the Board's decision following this meeting.



**2026-27 Venture Grant Application**  
**(Please attach proposal)**

**Amount Requested from UWPC:** \$ \_\_\_\_\_

**Program Name:** \_\_\_\_\_

**General Information:**

Applicant Name:

Address:

Contact:

Phone:

Email:

List other co-sponsors of this proposal: (organization, contact person, phone and email)

- 1.
- 2.
- 3.
- 4.

**Proposal:**

On a maximum of two additional pages, describe the proposed project using the following format. Please number each section.

1. Describe the proposal and how it meets the purpose of the Venture Grant Policy.
2. Expected results of the project.
3. What is the documented need for the proposal?
4. Specific objectives timetable and details.
5. Specifically, how will the United Way of Parker County funds be used?
6. If the project is to continue after the grant period, how will it be funded?
7. Budget (form attached)

**Submit:**

Please include **(1) hard copy and (1) digital copy of the completed application and following require documents:**

(Note: Organizations that are currently member agencies of United Way of Parker County do not need to resubmit the following materials)

1. Names and addresses of the applicant's officers and members of its board of directors or governing body.
2. Statute, regulation or the applicant's Internal Revenue Service letter which establishes that the applicant is exempt from Federal income taxes, is not a private foundation, and that donors may deduct contributions to the applicant as provided in Section 170 of the Internal revenue Code.

**FAILURE TO INCLUDE ANY OF THIS INFORMATION MAY RESULT IN REJECTION OF YOUR APPLICATION.**

**Application Deadline is Saturday, February 21, 2026.**

Please email [director@unitedwayofparkercounty.org](mailto:director@unitedwayofparkercounty.org) when documents are ready to be picked up.



## New Program/Venture Grant Budget Form

Describe budget for this proposal, not sponsoring organization(s):

REVENUE	AMOUNT
United Way of Parker County	
In-Kind support from:	
Other:	
Other:	
Other:	
Other:	
<b>Total:</b>	

EXPENSES	AMOUNT
Personnel	
Administration (specific to this program or project)	
Office Supplies	
Advertising and printing	
Travel	
Dues and Subscriptions	
Occupancy/utilities	
Professional fees	
Equipment, etc. (specific to this program or project)	
Other:	
Other:	
<b>Total:</b>	

Is there a charge for service provided by this project or program? Please explain.

**Executive Director:** \_\_\_\_\_  
 Print Name Signature Date

**Board President:** \_\_\_\_\_  
 Print Name Signature Date



## ANNUAL STATEMENT OF AGREEMENT

Between  
United Way of Parker County  
and

---

For the period beginning  
April 1, 2026 through March 31, 2027.

The purpose of this agreement is to define a cooperative and mutually beneficial relationship between the United Way of Parker County (UWPC) and its Partner Agencies. This agreement must be signed annually by both parties before allocations may be released. Dispersal of funds will be made based on fund availability.

### **GENERAL PRINCIPLES**

1. UWPC and the Agency will work together during the UWPC Annual Campaign. UWPC will seek the support of the Agency and the Agency will provide assistance as requested. Examples include: Peach Pedal, United With Purpose events and campaigns.
2. UWPC and the Agency agree to conduct operations based upon sound budget controls and fiscal procedures.
3. UWPC and the Agency agree to maintain a policy of "non-discrimination" in compliance with Federal and State guidelines and/or regulations.
4. A Program is defined as a set of related activities and outputs directed at common or closely related purposes that a meaningful portion of the agency's resources are dedicated to achieving.
5. This agreement shall be in effect for one year, commencing on April 1, 2027.

### **THE UNITED WAY OF PARKER COUNTY AGREES:**

1. Approved allocations to the agency for fiscal year 2026 shall be made on a quarterly basis, typically payable in July, October, January and April, pending review of the required quarterly reports from the Agency. UWPC may call meetings with the Agencies during the quarterly review process.
2. To honor donor-designated pledges to agencies. Designations to UWPC Partner Agencies will be paid as part of their regular allocations divided among payments they receive during the years.
3. The UWPC Executive Director will hold meetings with Agency Directors, as needed
4. To promote and support the Agency and Agency programs/services throughout Parker County.
5. To extend to the Agency the benefit of UWPC experience and assistance, as requested.
6. To give the Agency adequate notification and time to prepare quarterly reports, assist with fundraising and the allocation process.

### **THE AGENCY AGREES:**

1. To maintain "responsible management". To be governed by a qualified board of unpaid directors, which shall meet at least four times a year. The UWPC Executive Committee is authorized to determine "responsible management."
2. To operate sound financial practice meeting the basic standards of accounting. Provide when and as requested a compiled annual financial report, including but not limited to: annual IRS 990 and monthly financial reports submitted to the Agency Board.
3. The Agency will provide copies of registration with the IRS as a 501(c)3 organization and with the Texas Secretary of State as a nonprofit organization.
4. To display the logo of UWPC on all solicitations, fundraisers and printed materials dispersed to the general public by the Agency. The Agency will be presented as a UWPC Partner Agency in all public presentations.
5. To notify UWOC in writing of any major changes to its program or its ability to carry out its mission. This includes the start of new services, especially those that are significantly funded with UWPC dollars.
6. To present to the UWPC its funding request for that fiscal year together with such background information and materials as required by the UWPC Allocations Committee.
7. To provide completed UWPC quarterly report forms. Reports will be due in July, October, January and April on the 15<sup>th</sup> of the month. Failure to submit required reports by the designated deadline will result in forfeiture of that quarter's disbursement.
8. To use no funds allocated to the Agency from UWPC for any activity, service or program other than that for which it was granted.
9. Unexpended allocated funds in excess of \$500 will be returned to UWPC no later than April 30, 2027.
10. To refrain from participating in or planning Agency fundraising events during the UWPC annual fundraising events; examples include Peach Pedal (July), United With Purpose event (February), Annual Campaign (April).
11. Requests for exceptions to fundraising during blackout months should be submitted to UWPC in writing at least 90 days (or as soon as practical) prior to the event. The Agency understands any fundraising events held during UWPC events may affect the total dollars raised for and during the UWPC annual campaign, potentially affecting funds available for Agency programs.
12. Should the Agency receive funds from fundraising events held during the blackout period, the Agency will provide to the UWPC a report listing the amount of funds received.



## ANNUAL STATEMENT OF AGREEMENT (cont)

### THE UNITED WAY OF PARKER COUNTY AND THE AGENCY AGREE TO:

1. UWPC and the Agency agree that in the event UWPC is unable to meet its fundraising goal, or is otherwise unable to meet its financial obligations, the Agency may or may not receive funding as determined by the UWPC Board of Directors.
2. To maintain responsible management, a governing board and staff to administer its programs and/or services.
3. UWPC will conduct a thorough allocation review via the Board of Directors and/or community volunteers.
4. UWPC Board of Directors will review and recommend the funding level for each Agency to the UWPC Executive Director
5. The spirit of this agreement is one of complete cooperation between parties in order to best serve all citizens of Parker County, Texas.
6. Breach by the Agency of any provisions of this agreement may result in termination of this contract or reduction of funding by UWPC.

### UNITED WAY OF PARKER COUNTY

**Executive Director:**

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**Board President:**

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

### AGENCY

**Executive Director:**

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**Board President:**

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date



## ANTI-TERRORISM COMPLIANCE MEASURES

In compliance with the USA PATRIOT ACT and other counterterrorism laws, United Way of Parker County requires that each agency certify the following:

"i hereby certify on behalf of \_\_\_\_\_ that all United Way funds and donations will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes and executive orders."

**Executive Director:**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Board President:**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date