



Eligibility Committee and the Review Process

The *Eligibility Review* is an organization-focused process developed by the United Way of York County to assure accountability and sound non-profit management practices to our donors and the community at large.

To begin the review process, an organization is asked to submit documentation in five key areas:

- ◆ Introductory Information (mission, annual report and affiliations)
- ◆ Board of Directors
- ◆ Finance
- ◆ Legal
- ◆ Management and Service Quality

Once the Eligibility Review is completed (and signed by the Executive Director and Chair of the Board of Directors), it is submitted to United Way of York County for review by the **Eligibility Committee**. This group is composed of community volunteers skilled in the above areas who are able to conduct an objective screening and offer suggestions and insights. Upon review of the materials submitted, the Eligibility Committee will determine the duration of an organization's eligibility status (ranging from one to three years).

Organizations may choose to participate in this process simply for the usefulness of this review to their operations. It is not necessary to seek any further relationship with the United Way of York County, nor does this process in any way guarantee future funding. However, should an organization wish to be considered for UWYC program support in the future, this review process must be completed first. Once eligible, an organization may submit one or more proposals, via an RFP process, for program investments in response to UWYC's Community Building Plan.

Organizations wishing to complete an Eligibility Review need to contact Barbara Wentworth at 985-3359 or bwentworth@uwycme.org to schedule the review. More information is available at www.uwycme.org.

The Eligibility Committee meets on the first Tuesday of each month from 8:00-9:30 AM.

Benefits of Eligibility Review:

- Eligibility provides recognition that an organization cares about public accountability and is soundly managed, according to basic non-profit management principles. A list of currently eligible York County nonprofits will be published annually and distributed upon request.
- Eligibility allows community organizations access to the federated campaigns in which the United Way of York County currently participates. These include the New Hampshire/ Southern Maine Combined Federal Campaign, the Greater Portland Combined Federal Campaign (both for federal employees), the Maine State Employees Combined Charitable Appeal and the Combined Charitable Appeal of University Employees (University of Maine System).
- Eligibility allows community organizations to respond to United Way of York County's Community Building Plan through a Request for Proposals process each year.
- Eligible organizations may identify themselves as a "United Way of York County Eligible Organization." Eligibility does not however permit use of the United Way logo. Logo use is reserved only for those organizations whose programs receive direct support from United Way of York County via a Focus Area investment.