

**Union City Pride, Inc  
Policies and Procedures**

<b>Policy #1:</b> Grant Facilitation / Pass Through Agreement	<b>Department:</b> Grants and Funding
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**Policy:** It is the policy of Union City Pride, Inc (UCPI) that other organizations may use UCPI’s 501 c3 status in a funding pass-through.

**Rationale:** That Union City Pride, Inc. demonstrates a strong interest in the community and would like to assist potential organizations that are interested in applying for funding to improve the Union City Community.

**Scope:** For all organizations that are interested in applying for funding to improve the Union City Community and need this application to be endorsed by or processed through UCPI or its 501 c3 status.

**Procedure:**

1. All potential organizations must sign a Grant Facilitation/Pass Through Agreement.
2. All grant/funding applications using UCPI’s 501c3 status should be filled out as “*Union City Pride, Inc. on behalf of (name of your organization).*”
3. The grant/funding application should provide *only* UCPI’s mailing address (*currently 13 South Main Street, Union City, PA 16438*) so there is no confusion on where the grant check is to be mailed.
4. When listing “contact information” on the grant, so that the funding source isn’t confused, please provide *one contact for your organization and one for UCPI (currently Cheryl Capela, Chairperson, 814-438-2331)*, so the funding source knows who to contact with either grant-content or pass-through questions.
5. An administrative fee will be issued for all successful grant applications. This fee will be deducted by Union City Pride, Inc. before any balance is forwarded to the contracting organization. The administrative fee shall be as follows
 

a. Up to \$20,000	5% of grant total
b. Between \$20,001 and 25,000	4.5% of grant total
c. Grant of \$25,001 or greater	4% of grant total

6. Your original but unsigned grant application and one copy, along with two signed copies of this Grant Facilitation Agreement, should be submitted to UCPI for approval at a Board meeting (typically the third Tuesday of each month).
7. Once approved by the UCPI Board, the president of the UCPI Board will sign and return the original grant application and one copy of the Grant Facilitation Agreement to your organization. The remaining copies will be maintained in UCPI files.
8. UCPI will at that time provide your organization with a copy of UCPI's 501c3 IRS Determination Letter, and a copy of its Board of Directors that most funding sources require with a grant application.
9. Your organization should include with its grant application any supplemental information required by the funding source, such as a copy of your own Board of Directors, any audit requirements, annual report, etc. that the funding source requests. UCPI will assume that such supplemental information as audits and annual reports from UCPI are not required in the pass-through process unless notified otherwise by the funding source.
10. If the above process is adhered to, it should ensure that either the check will be made out to and mailed to UCPI, or notice of rejection will be received by UCPI. If funding is approved, UCPI will secure its pass-through fee and distribute the remaining funds to your organization. If rejected by the funding source, UCPI will alert your organization and provide a copy of the rejection notice.
11. If any follow-up reporting requirements are imposed by the funding source, it would be the responsibility of your organization to adhere to those requirements by providing the necessary follow-up information to UCPI. UCPI will review the follow-up information, attach a letter to the funding source noting it has reviewed the information, make a copy for UCPI's files, and submit the follow-up to the funding source.

# Union City Pride, Inc

## Grant Facilitation/Pass-Through Agreement

Union City Pride. (UCPI) agrees to serve in a grant facilitation/pass-through capacity for \_\_\_\_\_ *(name of your organization)*.

The organization named above and UCPI will submit a grant/funding application to \_\_\_\_\_ *(name of foundation or funding entity)* for the purpose of \_\_\_\_\_ *(name of project to be facilitated through grant application)*.

Grant facilitation/pass-through involves the process as outlined below. In instances of successful grant application, an administration fee shall be deducted by UCPI from any grant before the balance is forwarded to the contracting organization. The administration fee shall be as follows:

GRANT AMOUNT	ADMINISTRATION FEE %
Up to \$20,000 grant	5% of grant total
Between \$20,0001-\$25,000 grant	4.5% of grant total
Grant of \$25,001 or greater	4% of grant total

The specific process of utilizing UCPI in a funding pass-through is as follows:

- All grant/funding applications using UCPI's 501c3 status should be filled out as "*Union City Pride, Inc. on behalf of (name of your organization)*."
- The grant/funding application should provide *only* UCPI's mailing address (*currently 13 South Main Street, Union City, PA 16438*) so there is no confusion on where the grant check is to be mailed.
- When listing "contact information" on the grant, so that the funding source isn't confused, please provide *one contact for your organization and one for UCPI (currently Cheryl Capela, President, 814-438-2331)*, so the funding source knows who to contact with either grant-content or pass-through questions.
- Your original but unsigned grant application and one copy, along with two signed copies of this Grant Facilitation Agreement, should be submitted to UCPI for approval at a Board meeting (typically the third Tuesday of each month).
- Once approved by the UCPI Board, the president of the UCPI Board will sign and return the original grant application and one copy of the Grant Facilitation Agreement to your organization. The remaining copies will be maintained in UCPI files.

- UCPI will at that time provide your organization with a copy of UCPI's 501c3 IRS Determination Letter, and a copy of its Board of Directors that most funding sources require with a grant application.
- Your organization should include with its grant application any supplemental information required by the funding source, such as a copy of your own Board of Directors, any audit requirements, annual report, etc. that the funding source requests. UCPI will assume that such supplemental information as audits and annual reports from UCPI are not required in the pass-through process unless notified otherwise by the funding source.
- If the above process is adhered to, it should ensure that either the check will be made out to and mailed to UCPI, or notice of rejection will be received by UCPI. If funding is approved, UCPI will secure its pass-through fee and distribute the remaining funds to your organization. If rejected by the funding source, UCPI will alert your organization and provide a copy of the rejection notice.
- If any follow-up reporting requirements are imposed by the funding source, it would be the responsibility of your organization to adhere to those requirements by providing the necessary follow-up information to UCPI. UCPI will review the follow-up information, attach a letter to the funding source noting it has reviewed the information, make a copy for UCPI's files, and submit the follow-up to the funding source.

***Signing this agreement confers approval of all of the conditions described.***

**For the contracting organization:**

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**For Union City Pride, Inc:**

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_