

Document Submission Policy

The United Way of Monongalia and Preston Counties will not accept late submissions of required documents.

It is the organization's responsibility to submit all required documents by the scheduled deadline.¹ As a practice, organizations will be notified upon receipt of required documents by United Way staff. Agencies are responsible to confirm receipt of required documents. Requests for consideration after the deadline will not be considered.

Omitted Essential Documents

Timely submissions missing any essential documents will be considered incomplete. Upon notification to the organization of the omitted documents, the organization will have 2 business days to submit these to the United Way office. Funding will be held until full compliance is achieved.

If any organization develops a pattern and practice of incomplete submissions, the United Way Executive Committee reserves the right to reduce/terminate funding to the organization and request a meeting with the organization's Executive Committee.

¹ Agencies are advised in writing of all deadlines. Two standing annual deadlines are:

- United Way funding application
- Standards of Participating Organization Accountability