



**UNITED WAY OF SOUTHEASTERN PENNSYLVANIA  
DONOR CHOICE PROGRAM**

**SIGNIFICANT & DISTINCT PROGRAM WORKSHEET**

Organizations which fall within an ineligible category as defined by United Way of Southeastern Pennsylvania policies may provide a program or service which would otherwise be an eligible field of service (i.e., provide a human health or social service that meets our eligibility guidelines).

Programs of ineligible organizations must meet the following criteria to support their eligibility application. Each element must be met in order to establish a program identity which is "significant and distinct" from the ineligible activities of the organization.

- Agencies must expend at least \$100,000 on this program. If the established program is less than \$100,000, then it must be at least 5 percent of the organization's total budget.
- The applicant program must appear as a line item in the fiscal report or audit, or appear in the annual or public reports of the organization.
- The program must have clearly defined (documented) goals and objectives.

Please use the worksheet below to determine if the first criterion is met for your applicant program. Please provide copies of the appropriate supporting documents when you return this to the United Way. Additional comments may be provided on a separate page.

Name of Organization \_\_\_\_\_ Code # \_\_\_\_\_

Name of Applicant Program \_\_\_\_\_ Code # \_\_\_\_\_

Type of Service Provided \_\_\_\_\_

Total Budget of Organization .....\$ \_\_\_\_\_ (a)

Budget established for Applicant Program .....\$ \_\_\_\_\_ (b)

Program as a percentage of the total organization budget ..... %  
 Formula: (b divided by a) x 100

Is the Applicant Program a "line item" in the organization's fiscal report or annual audit?

Yes \_\_\_\_\_ No \_\_\_\_\_

Preparer's Name & Title (please print) \_\_\_\_\_

Date \_\_\_\_\_