

## COLORADO COMBINED CAMPAIGN 2015-2016 Application for Umbrella Federations



January 5, 2015

To all Prospective Participating Umbrella Federations:

Thank you for your partnership during the 2014-2015 Colorado Combined Campaign! We look forward to receiving your application to participate in the 2015-2016 campaign. Please note below the changes to this year's application. **Umbrella Federations are required to apply every year regardless of last year's status.**

### CCC Bylaws and Application Changes

- **Bylaws:** CCC Bylaws, revised October 2014, can be downloaded at: <http://www.coloradocombinedcampaign.org/by-laws--purpose.html>.
- **Cover Letter:** Please address your application cover letter to **Tim Villarosa, Chair, Colorado Combined Campaign.**
- **Administration & Fundraising Ratio (AFR):** All partner agencies must use their most recent IRS 990 or pro forma to calculate the AFR required in Attachment A: Column H and Attachment J.6. The Colorado Combined Campaign has provided an equation for calculating this ratio in Attachment J.6 (pg. 9).
- **Explanation of Administration and Fundraising Ratio:** The Colorado Combined Campaign bylaws state that the AFR of participating nonprofits shall not exceed 35% of the total expenses of the charitable organization. This year, any nonprofit organization with an AFR over 35% is **REQUIRED** to submit an explanation as to why the 35% has been exceeded. Worksheet K (pg. 14) has been provided for this purpose. Upon receipt of an adequate explanation, the committee, at its discretion, may grant a waiver of the 35% AFR maximum.
- **Application Reviews:** This year we will be holding a webinar to review the application process, provide tips and answer questions. An invitation with details will be sent soon.

### Reminders

- **Excel Sheet of Nonprofit Information:** Nonprofit information for the brochure, **Attachment A, must be submitted electronically as an Excel document and included as a hard copy with your submitted application.** Attachment A can be sent electronically to [apply@coloradocombinedcamapign.org](mailto:apply@coloradocombinedcamapign.org).
- **Charitable Solicitation Renewal Numbers:** Applicants must provide proof of current registration under the Charitable Solicitation Law with the Colorado Secretary of State's Office. In addition to certifying item VIII. (A) (7), we are collecting renewal information from participants. Attachment A includes a column for the "Renewal ID Number" for all participating charities.



Please do not hesitate to contact the CCC staff to address any questions about the CCC application. We look forward to working with you on another successful campaign!

Sincerely,

A handwritten signature in black ink that reads "Nina Sundell".

Nina Sundell  
Executive Director of the Colorado Combined Campaign (CCC)  
[nina@coloradocombinedcampaign.org](mailto:nina@coloradocombinedcampaign.org)

**THE CCC OFFICE MUST RECEIVE YOUR APPLICATION BY  
5 P.M. ON FRIDAY, FEBRUARY 20, 2015**

Colorado Combined Campaign  
c/o Community Shares of Colorado  
789 Sherman Street, Suite 230 Denver, Colorado 80203



**CONTACT INFORMATION**

Umbrella Organization Name:

Mailing Address:

City:

State: Colorado

Zip+4:

Main Telephone Number:

Fax:

Website URL:

Contact Person:

Email:

Direct Telephone Number:

I, \_\_\_\_\_, the duly appointed representative of,  
\_\_\_\_\_ have verified and I certify and affirm all statements  
enclosed in this application to be true.

---

*Signature* *Title* *Date of Application*

---

*Type Name*

## BYLAWS CERTIFICATIONS

Listed below are the requirements to participate in the Colorado Combined Campaign as set forth in the CCC Bylaws as revised October 2014. A copy of the CCC Bylaws is available for your reference at: <http://www.coloradocombinedcampaign.org/by-laws--purpose.html>. The items below are listed in corresponding order with the Bylaws Section VIII (A) (1-15) and Section VIII (B) (1-9) for your convenience. **Please initial the box next to each certification statement.**

*The CCC Advisory Committee reserves the right to deny participation to an Umbrella Organization for false certification.*

### SECTION VIII (A) CRITERIA AND PROCEDURES FOR ALL CHARITABLE ORGANIZATIONS

1. I certify that the organization named in this application has a policy and procedure of non-discrimination with regard to race, color, religion, national origin, disability, age, gender, and sexual orientation applicable to persons served by the organization.
2. I certify that the organization named in this application uses the funds contributed to the charitable organization by State employees for their stated purposes within the State of Colorado. No more than 15% of CCC funds may be used for the organization's administrative costs.
3. I certify that the organization named in this application will limit direct monetary solicitation of support from State employees to the Colorado Combined Campaign.
4. I certify that the organization named in this application can demonstrate a history of service in the State of Colorado as a charitable organization under the criteria set forth in this Section VIII for no less than 12 months prior to the date of application.
5. I certify that the organization named in this application is exempt from federal income tax under Internal Revenue Code 501(a) as described in Section 501(c)(3).
6. I certify that the organization named in this application is registered as a nonprofit organization with the Colorado Secretary of State by obtaining a Certificate of Good Standing.
7. I certify that the organization named in this application is registered, unless exempt, with the Colorado Secretary of State in accordance with the Colorado Charitable Solicitation Act.
8. I certify that the organization named in this application uses a financial accounting system that is in accordance with generally accepted accounting principles unless the organization's annual expenditures are less than \$100,000, in which case a cash basis of accounting is acceptable provided that books and records are sufficient to allow for review by an auditor.
9. I certify that the organization named in this application conducts financial operations in accordance with a detailed annual budget that is approved by the board of directors.

10. Authorization by the Board of Directors must be required for any significant variation from the approved budget.
11. I certify that the organization named in this application is supported in part by voluntary contributions from the public.
12. I certify that the organization named in this application engages only in activities that are consistent with the charitable organization's stated goals and objectives.
13. I certify that the organization named in this application can demonstrate that the publicity and promotional activities are based upon the actual program and operations of the charitable organization.
14. I certify that the organization named in this application prepares a report annually which is available to the general public and includes:
- a. A full description of the charitable organization's activities.
  - b. Methods of solicitation for contributions.
  - c. The names and contact information for all chief administrative personnel.
  - d. The names, contact information, and business affiliation for all members of the board of directors.
  - e. A full disclosure of the sources and uses of contributions.
15. I certify that the percentage of total revenues not spent on direct services, referred to as the Administrative Fundraising Ratio (AFR%) does not exceed 35%.
- a. The AFR% will be calculated using the most recent IRS 990 or pro forma.
  - b. If the administrative cost exceeds 35% of total revenue in any given year, the charitable organizations must submit an explanation as to why 35% has been exceeded. Upon receipt of an adequate explanation, the committee, at its discretion, may grant a waiver of the #5% maximum.
16. I certify that the organization named in this application ensures that we:
- a. Will not imply directly or indirectly that approval for payroll deduction constitutes endorsement of the organization by the State of Colorado.
  - b. Will not sell or permit others to make any use of the lists of contributors who donate through the CCC.
  - c. Will not involve the mailing of unordered tickets or other merchandise to State employees with a request for money in return.
  - d. Maintain an active volunteer board of directors that serves without compensation through regular meetings and exercises satisfactory administrative controls in accordance with the charitable organization's articles of incorporation and bylaws.
  - e. Demonstrate that their programs reside within and serve the State of Colorado as evidenced by the presence within the State of Colorado of a staffed facility at which goods or services may be obtained such as an office, clinic, mobile unit or field agency.
  - f. Are a member of an umbrella organization (Federation) that is approved for payroll deduction according to the criteria set forth in Section VIII (A) and (B) of these bylaws or are designated as a CU/SSO.

- g. Not participate in more than one umbrella organization that receives State employee contributions in a single campaign year. *(continued on page 6)*
- h. Not use donated State employee funds for lobbying activities.
- i. Be in compliance with all applicable federal and state statutes or regulations.
- j. Are in compliance with all statutes of the United States of America Patriot Act.

**SECTION VIII (B) UMBRELLA ORGANIZATION (FEDERATION) REQUIREMENTS**

- 1. I certify that the organization named in this application serves as the agent of a group of at least five (5) member charitable organizations as defined by the requirements set forth in Section IV (A) of these Bylaws.
  
- 2. I certify that the organization named in this application accepts responsibility for certifying annually that all member charitable organizations meet all CCC requirements set forth for charitable organizations and are in compliance with all applicable Federal or State statutes or regulations.
  - *The federation should ensure all member organizations that participate in the CCC have reviewed the “Criteria and Procedures for All Charitable Organizations” as stated in Section VIII (A) (1-14) of the CCC Bylaws and have certified comprehension and compliance.*
  - *CCC Bylaws Section VIII (A)(1-14) Criteria and Procedures for All Charitable Organizations is available for download at:  
<http://www.coloradocombinedcampaign.org/by-laws--purpose.html>.*
  - *At its discretion, the CCC Advisory Committee may request a federation provide proof of compliance for member organizations.*
  - *The CCC Advisory Committee reserves the right to deny participation to an Umbrella Organization for false certification of member organizations.*
  
- 3. I certify that the organization named in this application has, at minimum, a financial review performed annually by an independent certified public accountant. Organizations that submit financial reviews in lieu of an audit must submit an audit performed by an independent certified public accountant at least once in every three-year period. The umbrella organization must make audited financial statements available to the public. The opinion rendered on the financial statements by the accountant must be unqualified. The Committee reserves the right to request an audit at any time. Additional items may be included in the scope of an audit or financial review at the request of the Committee.
  
- 4. I certify that the organization named in this application distributes funds as provided in Section VII of these bylaws.
  
- 5. I certify the organization named in this application disburses funds in compliance with the designation requirements cited in Section VII (D) of these bylaws.
  
- 6. I certify that the organization named in this application submits Internal Revenue Service Form 990 annually and will make a copy available for review by the Committee.
  
- 7. I certify that the organization named in this application will provide information required from the Manager by the Committee or Executive Director (DPA).

- 8. I certify that the organization named in this application has sufficient staff or volunteers to support the demands of being an umbrella organization.
- 9. I certify that the organization named in this application maintains the information required by this section for the application process for three years from the date the application was due. This information must be available for inspection or audit by the Committee or Executive Director (DPA) with 24 hours advance notice.

I, \_\_\_\_\_, the duly appointed representative of,  
\_\_\_\_\_ have verified and I certify and affirm all statements enclosed in this application to be true.

---

*Signature* *Title* *Date of Application*

---

*Type Name*

## REQUIRED APPLICATION ATTACHMENTS

Please include the following attachments **clearly labeled** in your application packet.

### Attachment A: List of Member Charitable Organizations

- Excel sheet sent via email to [apply@coloradocombinedcampaign.org](mailto:apply@coloradocombinedcampaign.org) and included with your submitted application.
- Attachment A instructions are included following the list of required attachments

### Attachment B: IRS Determination Letter

- Name and address should match the name and address listed on IRS 990 and annual report.
- A link to contact the IRS for an updated letter is included on the Nonprofit Resources webpage on the CCC website: <http://www.coloradocombinedcampaign.org/nonprofit-resources.html>.

### Attachment C: IRS 990

- The organization's most recently filed IRS 990 dated 6/30/2013 or more recent and covering the same fiscal period as the audit submitted as Attachment D.

### Attachment D: Audit

- The organization's most recent audit dated 6/30/2013 or more recent and covering the same fiscal period as the IRS 990 submitted as Attachment C.
  - Note: Umbrella Organizations submitting a financial review in lieu of an audit must also submit an audit performed by an independent certified public accountant dated within the past three fiscal years.

### Attachment E: CCC Funds Distribution History

- The amount of funds distributed to charitable organizations from the total funds received for the previous Colorado Combined Campaign.

### Attachment F: Description of Disbursement Procedures

- A description of the procedures used to disburse funds in compliance with the designation requirements cited in Section VII (D) of these bylaws.

### Attachment G: Board Approved Non-Discrimination Policy

- A copy of the organization's non-discrimination policy protecting, at minimum, the classes listed in the CCC Bylaws: "race, color, religion, national origin, disability, age, gender, and sexual orientation applicable to persons served by the organization."



### **Attachment H: Colorado Secretary of State Certificate of Good Standing**

- A copy of your organization's Certificate of Good Standing dated 01/01/2014 or more recent.
- Certificates of Good Standing can be obtained at [www.sos.state.co.us](http://www.sos.state.co.us).

### **Attachment I: Current Budget**

- **Attachment I.1:** A copy of the organization's budget for the current fiscal year.
- **Attachment I.2:** A copy of the minutes of the organization's Board of Directors meeting showing approval of the budget.
  - Please highlight the section demonstrating Board approval of the current budget.

### **Attachment J: Annual Report**

The purpose of a nonprofit annual report is to provide an overview of the organization within a specific timeframe. A nonprofit's annual report should include a description of programs and activities, key accomplishments, disclosure of sources and uses of funds, information about the organization's leadership, and contact information for questions. The CCC Bylaws require nonprofits to be diligent in their reporting to the public with an emphasis on financial and management transparency.

Please submit your most recent annual report (dated 6/30/2013 or more recent) with the following requirements **highlighted and clearly labeled** for review. If the required information is not included in your published annual report, please supplement with clearly labeled addenda.

**Attachment J.1:** Description of programs, activities, and accomplishments in the time period.

**Attachment J.2:** Names and contact information for leadership personnel.

**Attachment J.3:** A list of board members including names, professional affiliations, and contact information

- *If professional affiliation and contact information are not included in the annual report, please supplement with a board list for the year of the annual report.*

**Attachment J.4:** Disclosure of how funds are solicited and sources of funding.

**Attachment J.5:** Disclosure of expenditures.

**Attachment J.6:** Disclosure of Administrative & Fundraising Ratio  
The percentage of expenditures of revenues not used for direct services, calculated using the IRS 990 for the year of the annual report.

- Go to Part IX Statement of Functional Expenses located on page 10.

- Add lines 25(C) Management and General Expenses and 25(D) Fundraising Expenses
- Go to Part VIII Statement of Revenue located on page 9.
- Divide the total of 25(C) and 25(D) by line 12(A) Total Revenues.
- This is the percentage of administrative and fundraising costs for CCC reporting.

$$ADMIN\&FUNDRAISING \% = \frac{Expenses\ Line\ 25(C) + Line\ 25(D)}{Revenues: Line\ 12(A)}$$

**Attachment K: Explanation of Administrative & Fundraising Ratio** (If Required by an AFR of 35% or higher)

- Per the CCC Bylaws, administrative and fundraising costs shall not exceed 35% of the total expenses of the charitable organizations. If the administrative cost exceeds 35% of total expenses in any given year, nonprofit organization must submit an explanation as to why the 35% has been exceeded. **See attached worksheet K** (pg. 14).

## INSTRUCTIONS FOR ATTACHMENT A: LIST OF MEMBER CHARITABLE ORGANIZATIONS

### Reminders:

- Please submit Attachment A as an Excel sheet via email to: [apply@coloradocombinedcampaign.org](mailto:apply@coloradocombinedcampaign.org) and as a hard copy with your application.
- Download the Excel sheet pre-formatted at: <http://www.coloradocombinedcampaign.org/nonprofit-resources.html>. Remember, the information from the Excel sheet will be imported into the 2015-2016 CCC brochure and online giving site. **Be sure to carefully proof the information before submitting! We encourage federations to request charities proof the information in the Excel sheet before submitting to the Colorado Combined Campaign.**

### Attachment A:

#### Column A: Colorado Combined Campaign Code

- If you are adding a new member agency, you do not need to provide a new four digit code; CCC staff will assign these numbers and notify you.

#### Column B: Nonprofit Name for Brochure

- Name of the nonprofit organization as it will be listed in the brochure and online giving tool.
  - Some charities add a “The” or drop the “Inc.” when using their name in print.
  - If the name for print is a Trade name or DBA, please include documentation from the Secretary of State.

#### Column C: Legal Name

- The organization’s legal name as registered with the Colorado Secretary of State.

#### Column D: Federal Employment Identification Number (EIN)

- The organization’s EIN can be found on IRS determination letter or IRS 990

#### Column E: Phone Number

- Dedicated phone number for the nonprofit

#### Column F: Website URL

#### Column G: 25-Word Description

- Descriptions exceeding 25 words will be edited without consultation.
- Hyphenated words will count as two words.

- Remember the descriptions are searchable on the website and the online giving tool; encourage your member organizations to optimize their descriptions with key words.

#### **Column H: Admin & Fundraising %**

- This should be calculated using the IRS 990 submitted as Attachment C. See J.6 (pg. 10) for an equation to calculate this ratio.

#### **Column I: Solicitation Renewal Number**

- Confirm good standing and enter each member agency's Charitable Solicitation Registration renewal ID number in the column provided.
  - Go to: <http://www.sos.state.co.us/>.
  - Click on "Charities and Fundraisers."
  - Under "Consumers", click on "Search charities database."
  - Enter the charity's name in the text box and click "search."
  - Click the charity's "Registration No."
  - In the navigation column on the left, under "For this Record..." click "View History and Documents."
  - Documents are listed from oldest to newest so you may need to navigate to the most recent documents for the charity using the "[Next >]" button.
  - Under "Description", the listings may include "RENEWAL", "REMINDER", "DELINQUENT NOTICE", or "SUSPENDED NOTICE." Look for the most recent document file date near the bottom of the list.
    - *Note: If the description is "DELINQUENT" or "SUSPENDED", the charity must renew its registration before it will be eligible for participation.*
  - Click on the "Document No." for the most recent "RENEWAL" listing.
  - The top two lines of the document include the initial "Registration Number" followed by the "Renewal ID."
  - The 10-digit "Renewal ID" number should be entered into Column I for the corresponding charity. The first four digits should be 2014 or 2015 for properly registered charities.

#### **Column J: Street Address**

#### **Column K: City**

#### **Column L: State**

#### **Column M: Zip +4**

#### **Column N: Primary Care Area**

- In the column provided, please select a **Primary Care Area** for each of your nonprofit organizations.
  - This will be used when nonprofits are listed by "service" rather than alphabetical or by federation.
  - Please choose only ONE primary care area for each organization:

| PRIMARY CARE AREA OPTIONS (SELECT ONE PER ORGANIZATION) |                                    |                          |
|---|------------------------------------|--------------------------|
| Animals   | Emergency Services                 | Mental Health Services   |
| Arts and Media  | Employment and Financial Stability | Outdoors and Recreation  |
| Children and Youth                                      | Environmental Conservation         | People with Disabilities |
| Civil Rights and Equality                               | Family Assistance                  | Seniors                  |
| Community Building                                      | Homelessness and Housing           | Sexual Assault           |
| Counseling  | Hunger and Food Assistance         | Umbrella Federation      |
| Domestic Violence                                       | Legal Services                     | Veterans / Military      |
| Education   | Medical Health Services            | Women's Issues           |

**Column O: Primary Service Region**

- State employees have requested geographic information about participating nonprofit organizations. Please select your primary service area from the map below or request to be listed as a “Statewide” provider.



**WORKSHEET K: Explanation of Administrative Fundraising Ratio (If Required by an AFR of 35% or higher)**

Fundraising Ratio of \_\_\_\_\_ is submitting an application with an Administrative Fundraising Ratio of \_\_\_\_\_ because in 2014 we experienced:

- Absence of Direct Services/ High Overhead Expenses
- Investments in Personnel and Programming
- Major Fundraising Initiatives/Changes in Funding
- Other: \_\_\_\_\_

**Detailed Explanation (Required):**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date