

INSTRUCTIONS AND CHECK LIST FOR APPLICANTS

1. Please print or type all information.
2. Except for Items 1, 2, and 3, the following documentation must accompany all applications. If you submitted Items 1, 2, and 3 in prior Maryland Charity Campaigns, there is no need to resubmit the information.
3. ALL information listed below is required for acceptance in the 2014 MCC. No deficient or late applications will be accepted.

ENCLOSED	ON FILE	ITEMS TO BE SENT
		1. A copy of IRS letter designating your organization as 501(c) (3) agency (not required if on file).
		2. A copy of filed Articles of Incorporation or other organizing instrument (not required if on file).
		3. A copy of valid by-laws (not required if on file).
		4. A statement indicating the amount of money received from the 2012 Maryland Charity Campaign and how the campaign donations were spent.
		5. Copy of the organization's current operating budget.
		6. A copy of IRS Form 990 or Form COF-85 for the most recently completed fiscal year <u>or</u> a duplicate copy of the IRS Form 990 which is a part of a current registration on file with the Office of the Secretary of State. <u>If your organization completes the IRS Form 990-EZ, please submit the COF-85 in lieu of the IRS Form 990-EZ.</u> If your organization was granted an extension by the IRS for filing the 990, please <u>submit</u> a copy of the approved extension.
		7. A description of services provided for two (2) preceding calendar years to Maryland residents <u>OR</u> If your organization provides services to persons in other countries, a description of services and proof of financial support received from Maryland residents within the past five (5) years.
		8. If management and fund-raising expenses exceeds twenty-five (25%) percent, please include a statement justifying the expenses and a detailed plan to reduce expenses to twenty-five (25%) percent in the near future.

If the charity's IRS Form 990 reports direct public support and corporate and foundation grants in excess of \$25,000, the organization will have to register with the Charitable Organizations Division of the Office of the Secretary of State or be exempt under the Maryland Charitable Solicitations Act. If the charitable organization received less than \$25,000 in direct public support and corporate and foundation grants, the organization must complete the Exempt Organization Fund-Raising Notice annually. The forms to register as a charitable organization may be obtained by contacting the Division at 410-974-5534 or on the Office of the Secretary of State's home page located at <http://www.sos.state.md.us>.

Please note: Charities are listed in the MCC directory by the name and address in which they are registered with the office of the secretary of state. Local chapters affiliated with a national office cannot use their local contact information unless they have a separate 501(c) (3) and have applied separately.

It would be in your best interest to mail your application with a return receipt request tracking mechanism. With over 900 applications there are times that one may be lost in the mail. If you do not have a tracking mechanism, there will be no way to prove that you did indeed apply.

Directions to the Office of the Secretary of State

The Wineland Building, 16 Francis Street,

Annapolis, Maryland

Charitable Organizations Division

410-974-5534

From Route 50 East:

Take Exit 24 Rowe Boulevard to Downtown Annapolis. Rowe Boulevard will turn into Bladen Street. At the end of Bladen Street, turn right onto College Avenue. College Avenue will turn into Church Circle. From Church Circle, turn right onto Duke of Gloucester Street. From Duke of Gloucester Street, turn left onto Green Street. Turn left onto Main Street and then bear right onto Francis Street.

Parking Information:

Parking meters on Francis Street.

Parking Garage: Towne Park-Noah Hillman Parking Garage. Entrance on left off of Duke of Gloucester Street and an entrance off of Main Street (turn left onto Gorman Street).

OFFICE OF THE SECRETARY OF STATE
Charitable Organizations Division
State House
Annapolis MD 21401

For questions email to mdcc@sos.state.md.us or call: 410-260-3857

APPLICATION FOR THE 2014 MARYLAND CHARITY CAMPAIGN
FOR STATE EMPLOYEES AND RETIREES

Application Deadline: February 21, 2014

1. Organization Name: _____
2. Contact Name: _____ Telephone Number: _____
3. E-mail address: _____ (Mandatory)
4. Does the organization provide its financial report upon request? _____
5. How many members make up the governing body (e.g. directors, officers, etc.)? _____
6. How many members of the governing body receive compensation? _____
7. Is the organization registered as a charitable organization with the Office of the Secretary of State for the State of Maryland? *Please note, registration as a non-profit is an entirely separate application and does not automatically guarantee acceptance into the Maryland Charity Campaign.
Yes _____ No _____
State Registration Number (not the same as MCC booklet #) _____
Registration Expiration Date _____
8. The Executive Order governing the Maryland Charity Campaign dictates that if an applicant to the campaign spent more than 25% of its total revenue on fund-raising and management expenses in the preceding fiscal year, it must demonstrate that these expenses are reasonable. **If the organization's IRS Form 990 is not available for fiscal year ending in 2013, please use the figures from the IRS Form 990 for fiscal year 2012. IRS Form 990 EZ will not be accepted (use COF-85 instead).** On the 2012 IRS Form 990 or Form COF-85, the percentage is calculated by adding together (C) and (D) from line 25 on page 10, then dividing that total by line 12 (A) on page 9.
 - A. I hereby certify that the organization spent _____ (%) percent on management and fund-raising expenses in the preceding fiscal year.
 - B. Calculations:

9. If the response to number 8A exceeds 25%, please respond to Questions 9A and 9B. * Please note, explanations for exceeding 25% will be carefully reviewed and decisions will be made on a case by case basis.

A. On a separate sheet of paper, please describe the reasons why the amount spent on management and fund-raising expenses during the preceding fiscal year is fair and reasonable.

B. On a separate sheet of paper, please provide a detailed plan to reduce expenses to 25% in the immediate future.

10. Please submit a copy of the IRS letter designating the organization as a 501(c) (3) entity. **(This letter is not required if already on file).**

Enclosed _____ on File _____

11. Please submit a copy of the **filed** articles of incorporation or other organizing instrument for the organization. **(This information is not required if already on file).**

Enclosed _____ on File _____

12. Please submit a copy of valid by-laws. **(This information is not required if already on file).**

Enclosed _____ on File _____

13. Please submit a current operating budget **signed** by the CEO of the organization.

14. Please submit a copy of the organization's IRS Form 990 for the most recently completed fiscal year **OR** a Form COF-85 for the most recently completed fiscal year. If the IRS Form 990 for the most recently completed fiscal year is not complete, please submit an approved Form 8868, the IRS extension request form, and a duplicate copy of the IRS Form 990 which is part of the organization's current registration with the Office of the Secretary of State. The IRS Form 990 **MUST BE SIGNED.**

15. If the organization participated in the 2012 Maryland Charity Campaign, please describe how the campaign funds received were spent (i.e., program services, administration, and fundraising).

16. Please attach: **(1)** a description of the services provided by the organization to Maryland residents for the two preceding years; or **(2)** if the organization provides services to persons in other countries, a description and proof of financial support received from Maryland residents within the past five (5) years.

17. Since what date has the organization provided these services? _____
18. Please provide a 25 word (or less) description for the MCC Directory.

19. I, _____ (Name of Chief Executive Officer) do hereby certify that _____ (Name of Organization) is in compliance with all federal, state and local laws. I further certify that the Maryland Charity Campaign application and its attachments are true to the best of my knowledge, information and belief. I consent and agree that if this organization is accepted in the Maryland Charity Campaign for State Employees and Retirees and all funds donated to this organization will be used for the provision of services to Maryland residents or persons in other countries. I agree not to spend more than 25% on administrative costs with respect to Maryland Charity Campaign contributions. Signed this ___ day of _____, 20__.

Name of Chief Executive Officer (typed or printed)

Signature of the Chief Executive Officer

COUNTER TERRORISM COMPLIANCE

ANTI-TERRORISM COMPLIANCE MEASURES

In the spirit of compliance with the USA Patriot Act and other counterterrorism laws, the Maryland Charity Campaign requires that each agency certify the following:

“I hereby certify on behalf of _____ [name of agency] that all Maryland Charity Campaign donations will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes and executive orders.”

Print Name: _____

Title: _____

Signature: _____

Date: _____

2014 Maryland Charity Campaign Speakers and Charity Fair Registration

***New this year!! Please fill out this form with the information of the employee who handles scheduling and communication and return it with your application on a **separate piece of paper**.

This form will replace the Speakers and Tours form that is sent out annually***

Agency Name: _____
 Contact Person: _____
 Telephone Number: _____
 E-mail Address: _____

We will be able to participate in the following:

Annapolis Kickoff Baltimore Kickoff Charity Fairs Speaking engagements Displays

Sorry we are unable to participate in any speaking or charity fair events

Charity Main Focus

<input type="checkbox"/> Abuse <input type="checkbox"/> Animals <input type="checkbox"/> Cancer Research <input type="checkbox"/> Disabilities <input type="checkbox"/> Drug Abuse <input type="checkbox"/> Elderly <input type="checkbox"/> Environmental <input type="checkbox"/> Homelessness <input type="checkbox"/> Hunger <input type="checkbox"/> Other: _____	<input type="checkbox"/> AIDS Awareness <input type="checkbox"/> Art <input type="checkbox"/> Children <input type="checkbox"/> Domestic Violence <input type="checkbox"/> Education <input type="checkbox"/> Employment <input type="checkbox"/> Health Issues <input type="checkbox"/> (specify): _____ <input type="checkbox"/> Poverty
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If you are accepted into the 2014 Maryland Charity Campaign, you will be receiving a follow-up letter containing your designation number and the dates of the Kickoffs. You will be asked at that time to secure a spot for the kickoffs. **Returning this form gives us the information needed to contact your agency and does not reserve a spot for your charity for the 2014 Kickoffs.**

Please also check off the counties for which you have provided services in 2013

<input type="checkbox"/> Allegany <input type="checkbox"/> Anne Arundel <input type="checkbox"/> Baltimore County <input type="checkbox"/> Baltimore City <input type="checkbox"/> Calvert County <input type="checkbox"/> Caroline County <input type="checkbox"/> Carroll County <input type="checkbox"/> Cecil County <input type="checkbox"/> Charles County	<input type="checkbox"/> Dorchester <input type="checkbox"/> Frederick <input type="checkbox"/> Garrett <input type="checkbox"/> Harford <input type="checkbox"/> Howard <input type="checkbox"/> Kent <input type="checkbox"/> Montgomery <input type="checkbox"/> Prince George's <input type="checkbox"/> Queen Anne's	<input type="checkbox"/> Saint Mary's <input type="checkbox"/> Somerset <input type="checkbox"/> Talbot <input type="checkbox"/> Washington <input type="checkbox"/> Wicomico <input type="checkbox"/> Worcester <input type="checkbox"/> All Counties
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