

United Way and Combined Charities Campaign (CCC) Application Process

Overview: From the CCC Regulations:

Agencies must meet the criteria below and fully complete the application beginning on page 5. Questions should be directed to the Manager of the CCC application process at (757) 853-8500 ext. 159.

I. Eligibility Criteria: Each organization desiring to be an eligible participant organization in the Campaign must complete an application and provide evidence that it meets all applicable eligibility criteria set forth in this section. The application must be submitted in accordance with the deadline printed on the application form.

A. General Eligibility Criteria

1. A nonprofit organization with IRS Code 501(c)(3) tax-exempt status.
2. Registered with, or granted an exemption from registration by the Virginia Department of Agriculture and Consumer Services (VDACS), Division of Consumer Affairs, Charitable Solicitation Section, or have filed all materials required by the Virginia Solicitation Contributions Law to register, renew registration, request an extension of time to file, or request an exemption from registration.
3. Directed by a non-paid volunteer Virginia-based board of directors.
4. Have a policy and practice of nondiscrimination on the basis of race, color, religion, sex, age, national origin, creed, disability, genetic information, veteran status or any other protected characteristic.
5. Have a business office, with a local South Hampton Roads area or toll-free telephone number that is open and staffed 20 or more hours per week. Or have an office within a reasonable driving distance of South Hampton Roads and provide a substantial and documented local service.
6. Provide a copy of the organization's most recent annual audit completed by an independent certified public accountant in accordance with generally accepted accounting principles (GAAP) if the organization's annual revenue is greater than \$250,000. If the organization's annual revenue is less than \$250,000 an annual external review or independent audit is required. All organizations that are required to secure an independent audit for purposes outside of UWSHR must submit that audit with their application.
7. Provide a completed copy of the organization's most recent IRS Form 990, including signature. Smaller organizations that file the IRS Form 990EZ may submit the 990EZ with pages 1, 2 and 6 of the IRS Form 990 attached. The accompanying audit or financial compilation must cover the same fiscal period as the IRS Form 990.
8. Provide a computation of the organization's percentage of total support and revenue spent on administrative and fundraising. This percentage should not exceed 20%. If an organization's administrative and fundraising expenses exceed 20% of its total support and revenue an exemption may be requested by providing a written explanation and plan to

reduce costs for the administrative and fundraising expenses within the current fiscal year. Organizations with overhead greater than 25% will not be considered for inclusion into the brochure. Please note that the calculated percentage of overhead expense will appear in the campaign brochure in addition to the 25 word program description.

9. Prepare and provide a copy of the organization's annual report that is available to the public which includes a full description of the organization's activities and supporting services.
10. Provide a statement in 25 words or less describing the program activities of the organization.

B. Qualifying Services: Organizations applying to be Campaign participants must use donated funds for the primary purpose of providing, or substantially supporting, the provision of one or more of the following health and/or human services to residents in the Hampton Roads area:

1. Neighborhood and/or community-wide services, which provide health education, emergency relief and/or shelter, transportation, and the preparation and/or delivery of meals to area residents.
2. Relief to economically disadvantaged families in need of dependent care services, child and/or marriage counseling, foster care, and basic home maintenance.
3. Relief to victims of natural disasters and other catastrophes.
4. Assistance to physically and mentally disabled persons which may include recreational rehabilitation services.
5. Health/education, substance abuse services, rape survivor counseling, and/or medical research.
6. Health support services.
7. Adoption services.
8. Services to preserve the quality of family life (such as programs to prevent child abuse and neglect).
9. Other direct health, social and legal services for the economically disadvantaged.
10. A combination of programs and services designed to meet the needs of special groups such as children, elderly, economically disadvantaged, or disabled.
11. Information and counseling with respect to obtaining any of the foregoing services.

C. Non-qualifying Services: In keeping with the purposes of the Campaign, the following types of organizations are not eligible to participate:

1. Organizations with private education as a primary mission.

2. Organizations providing class action litigation and class action legal advocacy as a primary mission.
3. Organizations providing lobbying for a political candidate, or passage or defeat of legislation, as a primary mission.
4. Organizations promoting a sectarian, religious, or philosophical viewpoint as a primary mission.
5. Organizations whose activities promote natural resource, wildlife management, or environmental policy.
6. Organizations whose local service presence consists of a toll-free telephone number, or an informational mailing or brochure distribution, an answering machine in a residence, an answering service, or any other substitute for a publicly identified, staffed office in the Hampton Roads area.
7. Any other organizations whose primary mission is not the provision of health/education and/or human services.

D. Applications

1. Application Process: Applicants wanting to participate in the Campaign shall forward the completed application packet to the RAC by April 15th of each year or such other date as established by the RAC. It will be the responsibility of the RAC, with assistance from the CFRO, to determine whether or not applicants meet the eligibility criteria set forth herein. The RAC will review the applications and notify applicants of their acceptance or denial by certified mail within 15 business days after the closing date of the application period. Denials must be accompanied by an explanation of the reason(s) for rejection.

Notwithstanding the above, after the first Campaign year, previously-qualified organizations will be re-approved for participation in subsequent years by meeting the criteria of an annual re-certification by the RAC and/or CFRO. The RAC reserves the right to review any previously-qualified organization prior to continued participation by such organization.

2. Appeals: An applicant who has been denied the right to participate or continue its participation will be allowed 10 business days from the date of receipt of the denial letter to file an appeal with the RAC. This date may be changed by the RAC to provide reasonable notice and time to appeal. The RAC or a subcommittee thereof will consider all appeals. The RAC will notify the organization of the final decision no later than June 15.

E. Federation Group: In addition to the General Eligibility Criteria, applicants must meet the following criteria:

1. Consist of 15 or more charitable member agencies including the parent federation organization, which provide health and human services programs to the South Hampton Roads area throughout the year.
2. Have its office physically located in the Hampton Roads area and be open to the public during normal business hours.

3. Have a professional or volunteer staff available for contact during normal working hours.
4. Have a local or toll-free telephone number, which is publicly available throughout the year.
5. Apply to be in the Campaign only on behalf of eligible member agencies that meet all eligibility criteria. Any portion of an application submitted on behalf of an agency that does not meet all eligibility will not be considered.
6. A member of a Federated Group, which applies independently of its group, will be considered an Independent Organization and must meet the criteria. Organizations, which are members of more than one Federated Group, are eligible for consideration in only one Federated Group to be decided by the RAC.

F. Independent Organization

1. Must provide health and/or human services programs throughout the year.
2. Have its office physically located in the Hampton Roads area and be open to the public during normal business hours.
3. Have a professional or volunteer staff available for contact during normal working hours.
4. Have a local or toll free telephone number, which is publicly available throughout the year.
5. Application Process: Applicants wanting to participate in the Campaign shall forward the completed application packet to the RAC by April 15th of each year or such other date as established by the RAC. It will be the responsibility of the RAC, with assistance from the CFRO, to determine whether or not applicants meet the eligibility criteria set forth herein. The RAC will review the applications and notify applicants of their acceptance or denial by certified mail within 15 business days after the closing date of the application period. Denials must be accompanied by an explanation of the reason(s) for rejection.

Notwithstanding the above, after the first campaign year, previously-qualified organizations will be re-approved for participation in subsequent years by meeting the criteria of an annual re-certification by the RAC or CFRO. The RAC reserves the right to review any previously-qualified organization prior to continued participation by such organization

6. Appeals: An applicant who has been denied the right to participate will be allowed 10 business days from the date of receipt of the denial letter to file an appeal with the RAC. This date may be changed by the RAC to provide reasonable notice and time to appeal. The RAC or a subcommittee thereof will consider all appeals. The RAC will notify the organization of the final decision no later than June 15.

**United Way and Combined Charities Campaign (CCC)
Application
DEADLINE APRIL 15, 2019**

Section 1 GENERAL INFORMATION

Name of Organization _____

Mailing Address: _____

City _____ State _____ Zip _____

Disbursing Address if different than above: _____

Executive Director: _____

Telephone (____) _____ Fax (____) _____

E-Mail Address: _____

Contact for this application _____

For Federations Only: (if applicable) _____

Section 2 QUALIFYING ORGANIZATION INFORMATION

Charitable Purpose: *(check one or more of the following)*

- Neighborhood and/or community-wide services, which, provide health, education, emergency relief and shelter, transportation, and the preparation and/or delivery of meals or services to area residents
- Relief to economically disadvantaged families in need of dependent care services, child, family, financial and/or marriage counseling, foster care, and basic home maintenance
- Relief for victims of natural disaster and other emergencies (fire, flooding, hurricanes etc)
- Assistance to physically and mentally disabled persons which may include recreational rehabilitation services
- Health education, substance abuse services, rape survivor counseling, and/or medical research
- Health and/or educational support services
- Adoption services
- Services to preserve the quality of family life such as programs to prevent spousal or child abuse and neglect

- _____ Other direct health and welfare services for the economically disadvantaged
- _____ A combination of programs and services designed to meet the needs of special groups such as children, the elderly, economically disadvantaged, or disabled
- _____ Information, education, and counseling with respect to obtaining any of the foregoing services

NOTE: Non-qualifying Services: In keeping with the purposes of the Campaign, the following types of organizations are not eligible to participate:

1. Organizations with private education as a primary mission.
2. Organizations providing class action litigation and class action legal advocacy as a primary mission.
3. Organizations providing lobbying for a political candidate, or passage or defeat of legislation, as a primary mission.
4. Organizations promoting a sectarian, religious, or philosophical viewpoint as a primary mission.
5. Organizations whose activities promote natural resources or wildlife management, or environmental policy.
6. Organizations whose local service presence consists of a toll-free telephone number, or a informational mailing or brochure distribution, an answering machine in a residence, an answering service, or any other substitute for a publicly identified, staffed office in the Hampton Roads area.
7. Any other organizations whose primary mission is not the provision of health, education, and/or human services.

Section 3 CERTIFICATION OF ELIGIBILITY FOR ORGANIZATION

Certifications: *(Certifying official must initial each statement)*

_____ This organization is a non-profit and tax-exempt organization with IRS Code 501 (c)(3) status. ***Please provide a copy of the organization’s IRS 501(c)(3) determination letter.***

_____ Registered with, or granted an exemption from registration by the Virginia Department of Agriculture and Consumer Services (VDACS), Division of Consumer Affairs, Charitable Solicitation Section, or have filed all materials required by the Virginia Solicitation Contributions Law to register, renew registration, and request an extension of time to file, or request an exemption from registration. ***Please provide a copy of the organization’s most recent VDACS letter or statement that you are not required to file annually.***

_____ Directed by an active, non-paid volunteer **Virginia-based** board of directors, which conducts meetings at least four times a year and manages the affairs of the organization. ***Please provide***

a copy of the organization's list of Board of Directors, including addresses, telephone numbers and board titles.

- _____ Certifies that organization has a policy and practice of nondiscrimination on the basis of race, color, religion, sex, age, national origin, creed, disability, genetic information, veteran status or any other protected characteristic.
- _____ Certifies that there is a business office with a South Hampton Roads area or toll free telephone number, is open and staffed 20 or more hours per week or have an office within a reasonable driving distance of South Hampton Roads and provide a substantial and documented local service.
- _____ Provide a copy of the organization's most recent annual audit completed by an independent certified public accountant in accordance with generally accepted accounting principles (GAAP) if the organization's annual revenue is greater than \$250,000. If the organization's annual revenue is less than \$250,000 an annual external review or independent audit is required. All organizations that are required to secure an independent audit for purposes outside of UWSHR must submit that audit with their application.
- _____ Provide a completed copy of the organization's most recent IRS Form 990, including signature. Smaller organizations that file the IRS Form 990EZ may submit the 990EZ with pages 1, 2 and 6 of the IRS Form 990 attached. The accompanying audit or financial compilation must cover the same fiscal period as the IRS Form 990. ***Please provide a copy of your most current 990 form. Determine overhead with a 990 by adding Part C line 25 columns C+D divided by Part 8 line 12 column A. Overhead expense should be less than 20%.***
- _____ ***If an organization's administrative and fundraising expenses exceed 20% of its total support and revenue they may seek an exemption by providing a written explanation and plan to reduce costs for the administrative and fundraising expenses within the current fiscal year. Organizations with overhead greater than 25% will not be considered for inclusion into the brochure.***
- _____ Prepare and provide a copy of the organization's annual report that is available to the public which includes a full description of the organization's activities and supporting services. ***Please provide an annual report or other publicly available document which demonstrates organization's activities.***
- _____ ***Provide a statement in 25 words or less describing the program activities of the organization for inclusion in the CCC brochure. Do not repeat the organizations name in the description. Percentage of overhead expenses will be included in the campaign brochure as calculated using 990 documentation.***

Section 4 CERTIFICATION BY OFFICIAL OF ORGANIZATION

FOR FEDERATIONS ONLY

Please attach a numbered list of all federated agencies being submitted in addition to the individual application forms. Please include 25 word statements and percentage of overhead for each.

As the authorized representative of _____,
(Name of Federation)

I attest that each agency submitted for inclusion in the United Way and Combined Charities Campaign for the South Hampton Roads municipalities and schools meets the above criteria.

(Certifying Official)

FOR INDEPENDENT AGENCIES ONLY

As the authorized representative of _____,
(Name of Agency)

I attest that the agency submitted for inclusion in the United Way and Combined Charities Campaign for the South Hampton Roads municipalities and schools meets the above criteria.

(Certifying Official)

**UNITED WAY AND COMBINED CHARITIES CAMPAIGN (CCC)
Application Check List**

- ATTACHMENT 1: Copy of IRS determination letter.
- ATTACHMENT 2: Copy of VDACS determination letter. *See Note Below
- ATTACHMENT 3: List of current volunteer Board of Directors including addresses, telephone numbers and board titles.
- ATTACHMENT 4: A copy of the organization's most recent annual audit completed by an independent certified public accountant in accordance with generally accepted accounting principles (GAAP) if the organization's annual revenue is greater than \$250,000. If the organization's annual revenue is less than \$250,000 an annual external review or independent audit is required. All organizations that are required to secure an independent audit for purposes outside of UWSHR must submit that audit with their application.
- ATTACHMENT 5: Completed copy of the organization's IRS Form 990, including signature. Smaller organizations that file the IRS Form 990EZ may submit the 990EZ with pages 1, 2 and 6 of the IRS Form 990 attached. **If** your overhead is over 20% you must include attachment #6.
- ATTACHMENT 6: Plan to reduce overhead to below 20% **during the current fiscal year.**
- ATTACHMENT 7: A copy of the organization's annual report, brochure or newsletter that includes a full description of the organization's activities and supporting services.
- ATTACHMENT 8: A statement of twenty-five words or less describing the program activities of the organization. Overhead calculation from attachment #5 will be added to this description.

Please be sure to complete all sections of the application. Please note that the certifying official must initial the Certifications section. Failure to complete application or provide additional clarifying information upon request of RAC or CFRO could result in denial.

*You must have a current VA Department of Agriculture and Consumer Service authorization to do business as a non-profit in the state of Virginia. Indicate if you are not required to file annually.

MAIL OR DELIVER TO: United Way and Combined Charities Campaign
ATTN: Judi Morgan
2515 Walmer Avenue
Norfolk VA 23513
8:30am – 5:00pm

**COMPLETED APPLICATIONS MUST BE RECEIVED BY
5:00 PM APRIL 15, 2019**