



## **2017 SECC Charity Application for Admission Instructions**

---

The application deadline is **Wednesday, March 1, 2017**.

***THERE WILL BE NO EXCEPTIONS OR EXTENSIONS TO THE DEADLINE*** - even if there is snow/ice or other inclement weather during the week or days beforehand. The State Advisory Committee and the State Chair have not authorized it this year, so please do not call and ask.

### **Application Submission Information:**

- Mailed applications and attachments ***must be postmarked*** no later than March 1, 2017. Hand delivered applications will be accepted between the hours of 9:00 am & 4:00 pm, Monday through Friday, at the address below and ***must*** be delivered by 4:00 pm on March 1, 2017.
- ***Incomplete applications will not be considered.*** Applications will be considered incomplete if they are missing any required attachments or signatures or if they are received without all required documentation.
- Faxed or scanned and emailed applications will NOT be accepted.
- Application information and downloadable forms are available on the SECC website at [ncsecc.org/ncsecc-application](http://ncsecc.org/ncsecc-application).
- The burden of demonstrating eligibility rests with the applicant.

### **SECC Contact Information:**

We are glad to answer any questions you have regarding the application procedures. Please refer questions to the SECC office at 919-821-2886 or visit [ncsecc.org](http://ncsecc.org).

### **Notification:**

The SECC Office will review applications for compliance and completeness before making recommendations for approval or decline to the SECC Advisory Board. All applicants will be notified of their campaign status by May 1, 2017.

### **Application Submission:**

Return completed application packages, including all required attachments and certifications, to:

2017 Application  
State Employees Combined Campaign  
875 Walnut Street, Suite 150-A  
Cary, North Carolina 27511

# Instructions for Completion

Charities may apply for admission as an **Independent Charity**, a **Federation**, or a **Member Organization of a Federation**. Charities may not apply as both a Federation and an Independent Charity, or as a Member of a Federation and an Independent Charity.

All charities must complete the *2017 SECC Charity Application for Admission*, including calculation of the organization's fundraising and administrative (FRA) costs.

**Independent charities** are required to submit a completed *2017 SECC Charity Application for Admission* with all required attachments and complete the online form at [ncsecc.org/form/2017\\_application](http://ncsecc.org/form/2017_application), regardless of whether they are a new or re-applicant charity. If information is omitted, the application will be considered incomplete.

All charities that did not participate in the 2016 campaign, whether applying as an independent charity or as a member of a federation, must submit a complete application to the SECC office.

## PART A

### LEGAL NAME OF ORGANIZATION

The name of the applicant charity as it is listed with the North Carolina Department of the Secretary of State.

### OTHER NAME [DBA OR PROGRAM NAME]

If your organization operates under a "Doing Business As" [DBA] name, enter it here. This name must be legally registered and included on the NC Solicitation Licensing Application. *Please note that the DBA name will be used in the 2017 Giving Guide and SECC website charity search.* If there is no DBA name, leave this line blank, and the organization's Legal Name will be used.

### NAME/TITLE OF AGENCY CONTACT

Provide a name and title for the person who will receive all official campaign correspondence about the SECC.

### CONTACT'S PHONE NUMBER

Provide a phone number where the primary contact person can be reached during business hours. This will be used for communication about the application, if necessary.

### CONTACT'S E-MAIL ADDRESS

Provide an email address for the primary contact person. This will be used to distribute SECC communications and campaign information.

### CALCULATION OF FUNDRAISING & ADMINISTRATIVE COSTS [FRA]

The FRA is the total support and revenue (restricted AND unrestricted) that an organization allocates to fundraising and administrative expenses. **You must use your most current audit or Form 990 to calculate your FRA.** Please check whether you are using your audit/CPA financial review or Form 990 (990-EZ is not an option) and complete this section with the indicated figures from those documents to calculate your FRA. If using your audit, please also highlight the figures within that document.

## PART B

### Attachment A: Most recent (2014 or later) CPA Audit or Review

Campaign regulations require the submission of the most recent CPA audited financial statement for all organizations with total support and revenue greater than \$300,000. A CPA Review is permissible for organizations with total support and revenue less than \$300,000. **If the letter does not clearly show the auditor's CPA credentials, attach documentation proving they are a CPA or CPA firm.** "Most recent" means the most recent fiscal year for which an audit or review of financial information was prepared. The most recent fiscal year must

occur in a 3-year period from 2014-2016. The SECC Advisory Committee may grant an exception to the requirement for an audit or review if your organization filed Articles of Incorporation with the NC Department of the Secretary of State after March 1, 2016. **The Form 990 and the CPA Audit/Review DO NOT need to cover the same fiscal years as long as the most current document is provided for each.**

**Attachment B: Explanation of Excessive FRA (applies only if FRA is above 25.0%)**

The SECC Advisory Committee may decline organizations reporting an FRA in excess of 25% unless the organization demonstrates that its actual expenses are reasonable and outlines steps to reduce the FRA in the next fiscal year. If your organization's FRA exceeds 25.0%, please provide information that explains this condition and why you believe it is reasonable. You must also provide information to explain in detail how your organization plans to reduce the FRA in the next fiscal year.

**Attachment C: IRS Form 990**

Your application must include THE OFFICIAL SIGNED COPY of your **most current** IRS Form 990 signed by an authorized agent or officer from your organization. A CPA or accountant's signature will not satisfy this requirement. If your organization is not required by the IRS to submit a Form 990, you must still complete pages 1 and 2 of the form with the notation "*For SECC Purposes Only*" at the top of the first page. **The Form 990 and the CPA Audit/Review DO NOT need to cover the same fiscal years as long as the most current document is provided for each.**

**Attachment D: NC Solicitation License VALID ON OR AFTER March 15, 2017**

A copy of your current NC solicitation License issued by the NC Department of the Secretary of State is required. Solicitation Licenses must be valid on or after March 15, 2017 (this includes "extended" licenses). **An application for a license in lieu of the actual license will not be accepted.** If your organization is exempt from licensure under General Statute 131F-3(3), please provide a letter from the NC Department of the Secretary of State that includes your organization name and documents your exemption.

If you do not have a current license or need information regarding the status of your license, contact the NC Department of the Secretary of State or visit [www.sosnc.gov/CSL/](http://www.sosnc.gov/CSL/). If your organization has been approved for licensure but you have not yet received the license, please print and send a copy of your approval as shown on the NC Department of the Secretary of State website.

**Attachment E: Printed E-mail Confirmation of Submitted Online Form (Independent Charities only)**

Please visit [ncsecc.org/form/2017\\_application](http://ncsecc.org/form/2017_application) to complete the required online form and print your confirmation email. The information you provide will be used in 2017 campaign materials and the SECC website search tool.

**Attachment F: Letter from Board of Directors**

A letter from the agency Board of Directors, **signed by a voting member**, requesting inclusion in the campaign and certifying compliance with the SECC eligibility standards. **The letter must be on organization letterhead and addressed to the State Employees Combined Campaign.**

**Attachment G: Completed and Signed Memorandum of Agreement (MOA)**

Independent charities should complete, sign, and attach the *Independent Charity MOA* and Federations should complete, sign, and attach the *Federation MOA*. This document will not be a binding agreement until your organization or Federation is formally accepted into the 2017 Campaign. Visit [ncsecc.org/ncsecc-application](http://ncsecc.org/ncsecc-application) to download this form.

**Attachment H: Signed No Solicitation Agreement**

The SECC is the only permitted fundraising campaign in the State workplace. The *No Solicitation Agreement* assures that charities are informing all fundraising staff and volunteers of the State's required non-solicitation rule. **All charities must sign, print, and attach the *No Solicitation Agreement*.** Visit [ncsecc.org/ncsecc-application](http://ncsecc.org/ncsecc-application) to download this form.

## **PART C**

The State Employees Combined Campaign requires that all organizations applying for admission certify compliance with the requirements as outlined within the 2017 SECC application by checking the box for each requirement.

## **PART D**

Please date and sign your application. The signatory must be the current CEO/President/Executive Director/CPO or another officer of the corporation who is authorized to sign for the organization.

---

# **INSTRUCTIONS FOR INDEPENDENT CHARITIES ONLY**

## **ONLINE FORM**

### **IS THIS YOUR FIRST TIME APPLYING TO THE SECC?**

If your organization has never applied to the SECC before, check yes.

### **SECC CODE**

Organizations that participated in the 2016 SECC should enter the code that was assigned to their charity. If your organization didn't participate in the 2016 SECC, leave this field blank. If you need to find your code, visit [ncsecc.org/2016GivingGuide](http://ncsecc.org/2016GivingGuide) for an alphabetical list of participating charities or use the keyword search in the search tool to look for your organization.

### **LEGAL NAME OF ORGANIZATION**

The name of the applicant charity as it is listed with the North Carolina Department of the Secretary of State.

### **OTHER NAME [DBA OR PROGRAM NAME]**

If your organization operates under a "Doing Business As" [DBA] name, enter it here. This name must be legally registered and included on the NC Solicitation Licensing Application. *Please note that the DBA name will be used in the 2017 Giving Guide and SECC website charity search.* If there is no DBA name, leave blank, and the organization's Legal Name will be used.

### **PHONE NUMBER**

Enter the organization's phone number. This will be the phone number that will appear in the organization's listing in the online search tool.

### **WEBSITE**

Enter the organization's web address. This will be the website address that will appear in the organization's listing in the online search tool.

### **MAILING ADDRESS**

Enter your organization's mailing street address or PO Box in Mailing Address 1 and any Suite or Office numbers in Mailing Address 2. Enter the city, state, and zip code in the appropriate boxes. This address will be used by the SECC Office for official communications and funds disbursement.

### **LOCATION**

Select the NC counties where your organization provides services from the dropdown menu. Control click to select multiple counties. **Statewide organizations** should select Statewide; **national organizations** should select National; and **international organizations** should select International. This information will be used by the search tool's Geographic Location search function.

**AREAS OF SERVICE**

Select all of the service areas that apply to your organization's programs and services from the dropdown menu. Control click to select multiple service areas.

**25 WORD DESCRIPTION**

Please provide a 25-word description of your organization's programs and services. This description **cannot** exceed 25 words and will be what appears with your charity's listing in the online search tool.

**NAME OF AGENCY CEO/CPO/EXECUTIVE DIRECTOR/PRESIDENT**

Provide the name of the organization's CEO/CPO/Executive Director/President.

**TITLE OF AGENCY CEO/CPO/EXECUTIVE DIRECTOR/PRESIDENT**

Provide the title of the organization's CEO/CPO/Executive Director/President.

**NAME OF AGENCY CONTACT**

Provide a name for the person who will receive all official campaign correspondence about the SECC.

**TITLE OF AGENCY CONTACT**

Provide title for the person who will receive all official campaign correspondence about the SECC.

**CONTACT'S PHONE NUMBER**

Provide a phone number where the primary contact person can be reached during business hours. This will be used for communication about the application, if necessary.

**CONTACT'S FAX**

Enter the organization's fax number. This will be used for communication about the application, if necessary.

**CONTACT'S E-MAIL ADDRESS**

Provide an email address for the primary contact person. This will be used to distribute SECC communications and campaign information.

**FEDERAL TAX ID**

Provide the IRS Employer Identification Number (EIN).

**FRA %**

Enter the calculated FRA percentage. This information is found on the first page of the *2017 SECC Charity Application for Admission*.

**MOST CURRENT DOCUMENT**

Enter the document used to calculate the FRA percentage. This information is found on the first page of the *2017 SECC Charity Application for Admission*.

**FRA FISCAL YEAR**

Enter the fiscal year of the document used to calculate the FRA percentage.

---

## INSTRUCTIONS FOR FEDERATIONS ONLY

All federations applying for admission to the 2017 campaign must collect and review the *2017 SECC Charity Application for Admission* (completed Parts A, B, C & D - signed) and all required attachments and signatures from its member charities.

Each Federation must submit the following to the SECC:

- A completed *2017 SECC Charity Application for Admission* (completed Parts A, B, C & D - signed) and all required attachments and signatures for the Federation itself.
- *2017 SECC Charity Application for Admission* (Parts A, B, C & D) and **all required attachments** from each member charity that was NOT a participant in 2016.
- A copy of the completed and signed *Certification of Compliance [Part C and Part D (page 3) of 2017 SECC Charity Application for Admission]* for each member charity that participated as a Federation member charity in 2016.
- A copy of the completed and signed *No Solicitation Agreement* for each member charity.
- The completed *2017 Federation Spreadsheet* Excel worksheet using the spreadsheet template available at [ncsecc.org/ncsecc-application](http://ncsecc.org/ncsecc-application). ***The completed spreadsheet should be emailed to Lindsey Taylor at [lindseytaylor@ncsecc.org](mailto:lindseytaylor@ncsecc.org).***

Federations must keep the following on file at their Federation office, available for review:

- All paper documentation and attachments for Federation member applicants (including all attachments).

It shall be the responsibility of each Federation to certify that all member charities applying for admission are in compliance with the campaign's regulations. The SECC Advisory Committee reserves the right to request information at any time from a Federation. The requested information shall be provided within 10 days of the notification postmark date. The SECC Advisory Committee may deny eligibility of a member charity if the parent federation fails to provide the requested information within the stated 10-day period.

### INSTRUCTIONS FOR COMPLETING THE 2017 FEDERATION SPREADSHEET

**The spreadsheet MUST be saved as an Excel Macro-Enabled Worksheet.** If you need assistance or are unsure how to do this, contact Lindsey Taylor at 919-821-2886 or [lindseytaylor@ncsecc.org](mailto:lindseytaylor@ncsecc.org).

Federations should complete each field for the Federation and each of its member charities and email the completed document to Lindsey Taylor at [lindseytaylor@ncsecc.org](mailto:lindseytaylor@ncsecc.org).

### **IS THIS THE FIRST TIME APPLYING TO THE SECC?**

Enter YES if any member charity is applying to the SECC for the first time.

### **SECC CODE**

Enter the code that was assigned to the Federation and each member charity that participated in the 2016 SECC. If a member organization didn't participate in the 2016 SECC, leave this field blank. Visit [ncsecc.org/2016GivingGuide](http://ncsecc.org/2016GivingGuide) for an alphabetical list of participating charities or use the keyword search in the search tool to look for your organization if you are unsure of the organization's 2016 code.

**ORGANIZATION TYPE**

Enter Member Charity for your member charities and Federation for your organization.

**FEDERATION NAME**

Enter your Federation name.

**LEGAL NAME OF ORGANIZATION**

The Federation and each member charity name as it is listed with the NC Department of the Secretary of State.

**OTHER NAME [DBA OR PROGRAM NAME]**

If a member charity operates under a "Doing Business As" [DBA] name, enter it here. This name must be legally registered and included on the NC Solicitation Licensing Application. *Please note that the DBA name will be used in the 2017 Giving Guide and SECC website charity search.* If there is no DBA name, leave this column blank, and the organization's Legal Name will be used.

**PHONE NUMBER**

Enter the Federation's and each member charity's phone number using dashes (ex: 919-555-1111). This will be the phone number that will appear in each organization's listing in the online search tool.

**WEBSITE**

Enter the Federation's and each member charity's web address, including http:// or https://. This will be the website address that will appear in each organization's listing in the online search tool. If a member charity does not have a website, enter N/A.

**MAILING ADDRESS**

Enter your Federation's and member charity's mailing street addresses or PO Boxes in Mailing Address 1 and any Suite or Office numbers in Mailing Address 2. Enter the city, state, and zip code in the appropriate boxes. These addresses will be used by the SECC Office for official communications and funds disbursement.

**LOCATION**

Use the dropdown box in the Location field to select the NC counties where the Federation and each member charity provides services. You may select multiple counties by clicking the dropdown menu multiple times. This information will be used by the search tool's Geographic Location search function.

**AREA OF SERVICE**

Use the dropdown box in the Area of Service field to select all of the service areas that apply to your member organization's programs and services. You may select multiple counties by clicking the dropdown menu multiple times. This information will be used by the search tool's Type of Service search function.

**25 WORD DESCRIPTION**

Please provide a 25-word description for the Federation and each member charity's programs and services. This description **cannot** exceed 25 words and will be what appears with each charity's listing in the online search tool.

**NAME OF AGENCY CEO/CPO/EXECUTIVE DIRECTOR/PRESIDENT**

Provide the name of the organization's CEO/CPO/Executive Director/President.

**TITLE OF AGENCY CEO/CPO/EXECUTIVE DIRECTOR/PRESIDENT**

Provide the title of the organization's CEO/CPO/Executive Director/President.

**NAME OF AGENCY CONTACT**

Provide a name for the person who will receive all official campaign correspondence about the SECC for the Federation's and each member charity.

**TITLE OF AGENCY CONTACT**

Provide title for the person who will receive all official campaign correspondence about the SECC for the Federation's and each member charity.

**CONTACT'S PHONE NUMBER**

Provide a phone number where the primary contact person can be reached during business hours for the Federation's and each member charity. This will be used for communication about the application, if necessary.

**CONTACT'S FAX**

Enter the Federation's and each member charity's fax number. This will be used for communication about the application, if necessary. If you don't have this information, leave this column blank.

**CONTACT'S E-MAIL ADDRESS**

Provide an email address for the primary contact person for the Federation's and each member charity. This will be used to distribute SECC communications and campaign information.

**FEDERAL TAX ID**

Provide the IRS Employer Identification Numer (EIN).

**FRA**

Enter the calculated FRA percentage for the Federation and each member charity. This information is found on the first page of the *2017 SECC Charity Application for Admission*.

**MOST CURRENT DOCUMENT**

Enter the document that the Federation and each member charity used to calculate the FRA percentage. This information is found on the first page of the *2017 SECC Charity Application for Admission*.

**FRA FISCAL YEAR**

Enter the fiscal year of the document used to calculate the FRA percentage for the Federation and each member charity.