



# 2022 SECC Charity Application for Admission Instructions

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The application deadline is Monday, March 1, 2022.

**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.**

## **Application Submission Information:**

- The 2022 State Employees Combined Campaign Application will be entirely online again this year. This means that all independent charities AND Federations will complete and submit all information, attachments, and certifications through the online application form. The online application can be found <https://www.ncsecc.org/charity-application>
- Before beginning the new ONLINE APPLICATION form, please review the SECC Online Application checklist to ensure you have all information and attachments necessary to complete the entire application and submit it
- If you are unable to complete the online application please email [seccsupport@ncsecc.org](mailto:seccsupport@ncsecc.org) to make a formal request to submit a physical application by mail
- **Approved Mailed applications and attachments *must be postmarked* no later than March 1, 2022. Due to COVID, we will not be accepting hand delivered applications this year. If you have already received approval to do a paper application, please mail it certified mail to ensure delivery to us.**
- ***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.
- Application information and downloadable forms are available on the SECC website at [ncsecc.org/application](https://www.ncsecc.org/application).
- The burden of demonstrating eligibility rests with the applicant.

## **SECC Contact Information:**

SECC staff are happy to answer any questions regarding the application procedures. Please refer questions to the SECC office at [seccsupport@ncsecc.org](mailto:seccsupport@ncsecc.org) or visit <https://www.ncsecc.org/application>.

## **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, 2022.

## **Application Submission:**

Applications must be submitted online with attachments uploaded.

## **Reminders Prior to Completing Application**

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 *2022 SECC Online Charity Application for Admission*, including calculation of the organization's fundraising and administrative (FRA) costs.

**Independent charities** are required to submit a completed *2022 SECC Charity Application for Admission* online at <https://www.ncsecc.org/charity-application> regardless of whether they are a new or re-applicant charity. If information is omitted, the application will be considered incomplete.

All charities must submit a complete application with all documents completed and all attachments submitted to the SECC for approval. If applying through a Federation, they will provide details on where to send information. Do not use the SECC webform if you are applying under a Federation.

The complete 2022 Charity Application doc is available for reference and for any charity (or federation) that is unable to submit their application online and has appealed to the SECC and received approval to do so. Otherwise, pages 1 & 2 contain information to be entered in the online form and page 3 (Certifications) can be found separately on the ncsecc.org webpage for download and completion for submission online.

## **INSTRUCTIONS TO COMPLETE ONLINE APPLICATION**

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

Organizations that have NEVER applied to the SECC before should check yes.

### **SECC CODE**

Organizations that participated in the 2021 SECC should enter the code that was assigned to their charity. Organizations that didn't participate in the 2021 SECC should leave this field blank. To find a charity's code, visit <https://www.ncsecc.org/wp-content/uploads/2021/10/2021GivingGuide.pdf> and download the Giving Guide for an alphabetical list of participating charities or use the keyword search in the search tool to look for the organization name.

### **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 the 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 2022 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.

### **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 website address.

**MAILING ADDRESS**

Enter the 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 the 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 Geographical Location search function.

**AREAS OF SERVICE**

Select all of the service areas that apply to the organization's programs and services from the dropdown menu. Control click to select multiple service areas. This information will be used by the search tool's Area of Service search function.

**25-WORD DESCRIPTION**

Describe the organization's programs and services and how those services stand out from other agencies that provide similar services in 25 words or less. 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.

**TITLE OF AGENCY CONTACT**

Provide the 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.

**FEDERAL TAX ID**

Provide the organization's IRS Employer Identification Number (EIN).

**FRA %**

Enter the calculated FRA percentage. This information is found on the first page of the *2022 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 *2021 SECC Charity Application for Admission*.

#### **FRA FISCAL YEAR**

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

#### **ATTACHMENTS:**

##### **Attachment A: AUDIT (ONLY IF NEEDED)**

**Most recent (2019 or later) CPA Audit or Review (only required if calculating FRA % from the audit and not the submitted 990**

Campaign regulations no longer require the submission of the **most recent** CPA audited/reviewed financial statement for all organizations with total support and revenue greater than \$300,000.

##### **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. For organizations whose FRA exceeds 25.0%, information explaining this condition and why the organization believes it is reasonable must be provided along with information explaining in detail how the organization plans to reduce the FRA in the next fiscal year.

##### **Attachment C: IRS Form 990 (2019 or later) 1<sup>st</sup> 12 pages only.**

Applications must include an official signed copy of the **most current** IRS Form 990 signed by an authorized agent or officer from the organization. A CPA or accountant's signature will not satisfy this requirement. If an organization is not required by the IRS to submit a Form 990, it must still complete pages 1 and 2 of the Form with the notation "For SECC Purposes Only" at the top of the first page. **If you are unable to calculate your FRA% using your IRS990, you must submit an audit or review to show the FRA %.**

##### **Attachment D: NC Solicitation License VALID ON OR AFTER March 15, 2022**

A copy of the 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, 2021 (this includes "extended" licenses). **An application for a license in lieu of the actual license will not be accepted.** If an organization is exempt from licensure under General Statute 131F-3(3), a letter from the NC Department of the Secretary of State that includes the organization name and documents the exemption must be provided. Contact the NC Department of the Secretary of State or visit [www.sosnc.gov/CSL/](http://www.sosnc.gov/CSL/) for information on obtaining a license or regarding the status of an organization's license. Organizations that have been approved for licensure but have not yet received the license, can print and send a copy of approval as shown on the NC Department of the Secretary of State website.

#### **Campaign Certifications**

The State Employees Combined Campaign requires that all organizations applying for admission certify compliance with the requirements as outlined within the 2022 SECC application by checking the box for each requirement in the application or *Campaign Certifications* document. Please date and sign the certifications page. 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.

##### **Attachment E: 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.**

## **INSTRUCTIONS FOR FEDERATIONS ONLY**

All federations applying for admission to the 2021 campaign must collect and review the *2022 SECC Charity Application for Admission* (completed Parts A, B, C, & D) and all required attachments and signatures from its member charities.

Each federation must submit the following to the SECC:

- A. A completed *2022 SECC Online Charity Application for Admission* including all required attachments and signatures for the Federation itself.
- B. *2022 SECC Charity Application for Admission* (Parts A, B, C, & D) or equivalent information needed as enumerated in the SECC Online Application Checklist doc AND **all required attachments** from each member charity that was NOT an SECC participant in 2021.
- C. A copy of the completed and signed *Campaign Applications Certifications* document for **each** member charity that participated in the SECC as a Federation member charity in 2021.
- D. The completed *2022 Federation Spreadsheet* Excel worksheet using the template available at <https://www.ncsecc.org/charity-application-information/>

**Federations should submit all Member attachments and application materials via the online application form as a single archived folder (Zip, RAR, TAR, etc.)**

**Federations must keep all documentation and attachments (digital or paper) for Federation member applicants on file at their Federation office, available for review:**

It shall be the responsibility of each federation to certify that all member charities applying for admission are in compliance with the SECC 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 2022 FEDERATION SPREADSHEET**

**The spreadsheet MUST be saved as an Excel worksheet.**

Federations should complete each field for the Federation itself and each of its member charities and upload the completed document in the online application form

#### **SECC CODE**

Enter the code that was assigned to the Federation and each member charity that participated in the 2021 SECC. If a member organization didn't participate in the 2021 SECC, leave this field blank. Visit <https://www.ncsecc.org/wp-content/uploads/2021/10/2021GivingGuide.pdf> to download the 2021 Giving Guide for an alphabetical list of participating charities or use the keyword search in the search tool to look for the organization name.

#### **ORGANIZATION TYPE**

Enter Member Charity for each member charity and Federation for the Federation.

**FEDERATION NAME**

Enter the Federation name.

**LEGAL NAME OF ORGANIZATION**

Enter 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 2020 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 the Federation's and each 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 provide services. Select multiple counties by clicking the dropdown menu multiple times. **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 Geographical 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 the Federation and each member organization's programs and services. Select multiple counties by clicking the dropdown menu multiple times. This information will be used by the search tool's Area of Service search function.

**25 WORD DESCRIPTION**

Describe in 25 words or less the Federation's and each member charity's programs and services and how those services stand out from other agencies that provide similar 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 Federation's and each member charity's CEO/CPO/Executive Director/President.

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

Provide the title of the Federation's and each member charity'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 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 and each member charity.

**CONTACT'S PHONE NUMBER**

Provide a phone number where the agency contact person can be reached during business hours for the Federation and each member charity. 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 for the Federation and each member charity. This will be used to distribute SECC communications and campaign information.

**FEDERAL TAX ID**

Provide the IRS Employer Identification Number (EIN) for the Federation and each member charity.

**FRA %**

Enter the calculated FRA percentage for the Federation and each member charity. **This information is found on the first page of the 2022 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 *202 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.