

## 2019 Application Document Checklist

The application must be delivered or postmarked no later than **Dec. 21, 2018**

Required by: Federation/ Member Charity/ Both	Completed	Submit Required Documentation: Each federation and member charity applying for participation must be listed on the Excel spreadsheet. Their required documentation must be placed in separate, clearly labeled folders. (Failure to provide any of this information may result in a denial).
Federation		<b>2019 Application for Participation</b>
Both		<b>FILE FOLDER</b> – Separate, clearly labeled folder with appropriate attachments for each submitted federation and member charity.
Both		<b>EXCEL SPREADSHEET – Please include:</b> <b>(Requirement 1)</b> – Electronic spreadsheet that includes listing of federation and all member charities being submitted for review. The 25-word descriptions are a part of this spreadsheet. <b>(Requirement 8)</b> -- Each organization must identify and include up to two health and human service categories.
<b>New member charity only</b>		<b>IRS 501(C)(3) (Requirement 2)</b> – Copy of the most recent IRS 501(c)(3) determination letter.
Both		<b>IRS FORM 990 - ONLY PAGES 1, 9 AND 10 (Requirement 3)</b> of the most recently completed IRS Form 990 (within two (2) years prior to the campaign year). Must include Jan. 1, 2017 or more recent.
If applicable		<b>ADMINISTRATIVE COSTS OVER 28.0 PERCENT (Requirement 4b)</b> - Provide a justification in writing and a formal plan to reduce expenses for each federation and/or member charity with administrative costs over 28.0 percent.
If applicable		<b>NAME CHANGE (Requirement 6)</b> – Official documentation verifying name change if different from that previously submitted.
<b>New member charity only</b>		<b>BROCHURE (Requirement 7)</b> – Provide documentation describing health and human services provided (brochure, pamphlet or agency flier). <b>NOTE:</b> An annual report is not acceptable.