

# 2022 Combined Charitable Campaign Application Requirements and Certifications

## Application Deadline:

**Online application must be submitted no later than December 16, 2021.**

Review the certification statements below. When you complete the 2022 online application you must certify your agreement to comply with all of the statements below and certify that your applying member organizations meet the application requirements. Failure to provide an affirmative answer for each of the statements on the application will be considered as a refusal to certify and can result in denial of the application.

## Requirements for ALL Combined Charitable Campaigns:

**Note:** You will be asked to upload the required information and documents, listed below, while completing the online application form. Be sure to have all documents saved electronically prior to starting your application to ensure a smooth application process.

1. The federation and all of its member charities participating in the CCC have current status as tax-exempt agencies under 26 U.S.C. 501(c)(3) and are eligible to receive tax deductible contributions under 26 U.S.C. 170, the Internal Revenue Code and applicable laws of the State of Ohio.

**Required documentation – IRS 501(c)(3).** Submit the IRS 501(C)(3) determination letter for any charity applying that was not approved to participate in the prior year (2020) campaign. **See Example on page 5.**

The CCC encourages organizations to request current letters from the IRS confirming the group's tax-exempt status, especially if your current letter is old, hard to read or you have changed names or addresses. This request can be made by contacting the IRS at (877) 829-5500.

2. The federation has **at least three member charities** that have applied for and have met the requirements for participation in the Combined Charitable Campaigns.

2a. The federation or member charity must provide the following information while completing the online application:

- The organization's name, address, website and county (if located in Ohio);
- The employer identification number (EIN) of the organization(s);
- 25-word descriptive statement of direct human health and human services benefits provided;
- The administrative/fundraising percentage; and
- Identification of up to two categories of health and human services. (See Requirement 8).

3. The federation and all of its member charities participating in the CCC shall provide an IRS 990.

- A. All IRS 990's must cover the fiscal period within two years prior to the campaign year. (i.e. 2022 campaign will require a 990 that covers a timeframe including Jan. 2020 or more current). If you cannot provide a 990 that covers the required fiscal period due to delays caused by the COVID-19 pandemic, you may submit a 990 that covers a timeframe including Jan. 2019 or more current, but it must be accompanied by a written explanation detailing the specific reason for the substitution.
- B. Include IRS 990 pages 1, 9 and 10 only (**page one must be signed**). A physical signature is preferred but an electronic signature with a pin number will be accepted.
- C. **If the Internal Revenue Service does not require your organization to file the Form 990, you must still complete the IRS 990** in accordance with IRS regulations to be eligible for the CCC.

- IRS Forms 990 EZ, 990PF, and comparable forms are not accepted.
- However, smaller organizations that file IRS Form 990 EZ may submit their information on completed and signed pages 1, 9 and 10 of the IRS Form 990.
- These IRS 990 forms are for application purposes only and will not be filed with the IRS.
- If a non-filing organization prefers, the following language can be added to the bottom of the 990 under the section with the organization’s signature: “This form was completed solely for the purpose of submitting an application to the Combined Charitable Campaign.”

**Required documentation – IRS Form 990. Submit only pages 1, 9 and 10** of the most recently completed and signed IRS Form 990 for the federation AND ALL OF ITS MEMBER CHARITIES. **See Examples on page 5.**

**4a. The federation and all of its member charities participating in the CCC have administrative costs of 30.0% or less.** Administrative Costs are defined as an organization’s percentage of total support and revenue spent on administration and fundraising. For CCC reporting purposes, this percentage is computed from information on IRS Form 990, by adding the amount spent on “management and general” (currently line 25C on page 10) to “fundraising” (currently line 25D on page 10) then dividing the sum by “total revenue” (currently line 12A on page 9).

No other methods may be used to calculate this percentage; each must be listed to the tenth of a percent (e.g. 15.7%).

|   |         |   |             |
|---|---------|---|-------------|
| <b>Example:</b>   |         |   |             |
| Add line 25C (pg. 10) (management and general)  | _____   |   |             |
| and Line 25D (pg. 10) (fundraising)   | + _____ | = | _____ Total |
| Enter Line 12A (pg. 9) (total revenue)  | _____   |   |             |
| Divide total of lines 25C and 25D by line 12A. The result is the percentage of overhead: _____% |         |   |             |

**OR**

**4b. The federation and/or any member charity has “administrative costs” in excess of 30.0% of total revenue as calculated in 4a.** In this case, the federation or member charity must demonstrate to the satisfaction of the review committee that those costs are reasonable and include a formal plan to reduce these expenses. The review committee may reject any application from a federation and/or member charity with administrative costs in excess of 30.0% of total revenue. The justification and plan should include the following:

- \* Detailed description of why the administrative costs exceed than 30.0%;
- \* Specifics on what the agency is doing to lower the percentage; and
- \* Indicate if the action plan to lower the percentage is currently in progress.

**Required documentation – Administrative costs exceeding 30.0%.** Submit justification and a formal plan to reduce expenses for each federation and member charity with administrative costs in excess of 30.0%.

5. The federation and all of its member charities participating in the CCC are incorporated and/or authorized to do business within Ohio as voluntary, not-for-profit organizations. They are also current in their requirements to register, pay a filing fee, and file the annual financial reports with the Ohio Attorney General, registered and reporting annually with the Ohio Attorney General as required by Chapters 109 and 1716 of the Ohio Revised Code. To verify current status with the Ohio Attorney General’s Office, each **new** federation/charity must provide documentation from the Ohio Attorney General’s website, <http://www.ohioattorneygeneral.gov/CharitableSearch>, verifying their federation’s/charity’s compliance.

**Required documentation – Attorney General Verification** No documentation is required this year for returning federations and charities. Verification is required for any NEW federation or charity the first year it applies.

6. The organization names on all documentation provided for federation/member charities must match. This includes the IRS 990, 501(c)(3) and the 25-word description listing. If names do not match, official documentation of name change must be provided from the IRS, Ohio Secretary of State, or the Ohio Attorney General.

**Required documentation – Name change.** Submit official documentation of name change, if applicable.

7. The federation and all of its member charities participating in the CCC have been in existence for at least two years prior to the date of this application.

8a. The federation and all applying member charities must have provided funds, programs or services directed at one or more of the common human needs as listed in Requirement 8b for at least two years. These services are not a part of any program operated by government or by any educational institution.

**Required documentation – Marketing materials.** Submit documentation describing health and human services provided. Acceptable marketing materials include brochure, pamphlet, or charity flier. Annual Reports will not be accepted. Provide this for any charity applying that was not approved to participate in the prior year (2020) campaign.

8b. Each organization must identify up to two categories of health and human services, from the list below, which most closely identify the type of mission, services and activities provided. More detailed category descriptions can be found in the CCC Policies and Procedures for each campaign.

- |   |             |   |                |   |              |   |                               |
|---|-------------|---|----------------|---|--------------|---|-------------------------------|
| A | Education   | D | Social Justice | G | Adult/Senior | J | Public Safety/Disaster Relief |
| B | Health      | E | Hunger         | H | Youth        | K | Community Improvement         |
| C | Environment | F | Housing        | I | Animal       | L | Other                         |

**Required documentation - Must identify up to two categories of health and human services.**

9. An active and responsible governing body directs the federation and each of its member charities that participate in the CCC. Each governing body consists of members who have no material conflict of interest and a majority of whom serve without compensation.

10. The federation and all of its member charities participating in the CCC, adopt and employ the Standards of Accounting and Financial Reporting for Voluntary Health and Welfare Organizations, and make available to the general public an annual external audit by an independent public accountant or, in the case of those federations and/or member charities with annual budgets less than \$250,000, make available a copy of their IRS Form 990.

11. The federation and all of its member charities participating in the CCC have stated policies of non-discrimination and comply with all the requirements of state and federal laws and regulations on non-discrimination and equal opportunity with respect to clients, officers, employees and volunteers.

12. As of the date on which this application is being submitted to the CCC, the federation must certify that the organizations named in this application do not knowingly employ individuals or contribute funds to entities or persons on either the U.S. Department of Treasury's Office of Foreign Assets Control Specially Designated Nationals List or the Terrorist Exclusion List. Should any change in circumstances pertaining to this certification occur at any time, the organization will notify the CCC immediately.

## **Additional Requirements for The Ohio State University Combined Charitable Campaign:**

**O1:** All member charities participating in Buckeyes for Charity must demonstrate a State of Ohio service area defined as providing education, health and human services of benefit **within the State of Ohio**. Federations are not required to have a local presence.

**O2:** Agencies that are not located in Ohio must provide documentation of services provided in Ohio.

## **Additional Requirements for the Franklin County Combined Charitable Campaign:**

**F1:** All member charities participating in the CCC must demonstrate a local presence defined as providing education, health and human services of benefit **within Central Ohio** (Franklin and contiguous counties - Delaware, Fairfield, Licking, Madison, Pickaway and Union). Federations are not required to have a local presence.

**F2:** The **federation** has secured and maintains on file a current City of Columbus Charitable Solicitation permit.

**Required documentation** - Provide a copy of the most current permit or exemption for the federation. Applications for renewal of a City Solicitation Permit can be submitted online or mail the application permit request to: Columbus Charitable Solicitations Board, License Section, 4252 Groves Rd., Columbus, OH 43232.

## **Additional Requirements for the City of Columbus Combined Charitable Campaign:**

**C1:** Pursuant to section 1702 of the Ohio Revised Code, the **federation and all of its member charities** are registered or exempt with the Ohio Secretary of State's Office and shall provide proof of registration.

**Required documentation** – Provide a copy of Secretary of State registration for the federation and all applying member charities.

**C2:** The **federation and all of its member charities** have secured and maintain on file a current City of Columbus Charitable Solicitation permit. If a charity is exempt, documentation from the Attorney General's office must be provided.

**Required documentation** - Provide a copy of the most current permit or exemption for the federation and all applying member charities. Applications for renewal of a City Solicitation Permit can be submitted online or mail the application permit request to: Columbus Charitable Solicitations Board, License Section – 4252 Groves Rd., Columbus, OH 43232. If a charity is exempt, proof must be provided. Required proof would be documentation from the Ohio Attorney General's office.

**Applications must be submitted by online submission**

**no later than December 16, 2021.**

**Application contact:**

Jeanene Tooill, CCC Campaign Coordinator  
Campaign Coordinating Organization

Email: [Jeanene.Tooill@uwcentralohio.org](mailto:Jeanene.Tooill@uwcentralohio.org)  
Phone: 614-965-1666

## Requirement 3 – IRS 990

Form **990** Return of Organization Exempt From Income Tax  
 Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)  
 Do not enter social security numbers on this form as it may be made public.  
 Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047  
**2017**  
 Open to Public Inspection

A For the 2017 calendar year, or tax year beginning , 2017, and ending , 20

B Check if applicable:  
 Address change  
 Name change  
 Initial return  
 Final return/terminated  
 Amended return  
 Application pending

C Name of organization  
 Doing business as  
 Number and street (or P.O. box if mail is not delivered to street address) Room/suite  
 City or town, state or province, country, and ZIP or foreign postal code

D Employer identification number  
 E Telephone number  
 F Name and address of principal officer:  
 H(a) Is this a group return for authorized?  Yes  No  
 H(b) Are all subordinates included?  Yes  No  
 If "No," attach a list. (See instructions.)  
 H(c) Group exemption number ▶

I Tax-exempt status:  501(c)(3)  501(c) ( ) (insert no.)  4947(a)(1) or  527

J Website ▶

K Form of organization:  Corporation  Trust  Association  Other ▶  
 L Year of formation  
 M State of legal domicile

Should say "2020" here  
 OR  
 Should have a date that is **January 2020** or more current listed here.

**NOTE: 990 must be signed.** Paid preparer signature is acceptable.  
 Electronic signature page is acceptable if signed or PIN number is included.

## Requirement 1 – IRS Letter of Determination

IRS Department of the Treasury  
 Internal Revenue Service  
 P.O. Box 2508  
 Cincinnati OH 45201

In reply refer to: 0248222025  
 May 11, 2009 LTR 4167C E0  
 000000000000  
 00016157  
 BODC: TE

Employer Identification Number: 8545  
 Group Exemption Number: 8545  
 Person to Contact: R Clemons  
 Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Apr. 30, 2009, request for information about your tax-exempt status.

Our records indicate that you were issued a determination letter in January 1987, and that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Based on the information supplied, we recognized the subordinates named on the list you submitted as exempt from Federal income tax under section 501(c)(3) of the Code.

The Employer Identification Number should be listed on the letter in one of these two locations.

Agency name listed here should match the name listed on the IRS 990.  
 If not, name change documentation is required.

If your 501(c)3 is missing the Employee Identification Number, the name or address is not current, or the form is not legible, please contact the IRS and request an updated letter.

Organizations that are applying under another organization's Employer Identification Number, must ensure that the 501(c)3 includes group exemption, subordinate language like that listed here.