

# 2020 Application Document Checklist

The application must be delivered or postmarked no later than **December 20, 2019**

Required by: Federation/ Member Charity/ Both	Campaign	Completed	Submit Required Documentation: Each federation and member charity applying for participation must be listed on the hard copy and electronic Excel spreadsheets. Their required documentation must be provided in separate, clearly labeled folders per instructions provided. (Failure to provide any of this information may result in a denial).
Federation	All		<b>2020 Application for Participation</b>
Both	All		<b>FILE FOLDER</b> – Provide separate, clearly labeled folder with appropriate attachments for each submitted federation and member charity, per instructions provided.
Both	All		<b>EXCEL SPREADSHEET – Please include:</b> <b>(Requirement 13)</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 8b)</b> -- Each organization must identify and include up to two health and human service categories. <b>(Requirements O1, F1)</b> – Verify local presence by providing address, city and county of all member charities (that are located in Ohio) applying for OSU and Franklin County campaigns.
<b>New member charity only</b>	All		<b>IRS 501(C)(3) (Requirement 1)</b> – Copy of the most recent IRS 501(c)(3) determination letter.
Both	All		<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, 2018 or more recent.
If applicable	All		<b>ADMINISTRATIVE COSTS OVER 28.0% (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%.
If applicable	All		<b>NAME CHANGE (Requirement 6)</b> – Official documentation verifying name change if different from that previously submitted.
<b>New member charity only</b>	All		<b>MARKETING MATERIALS (Requirement 8a)</b> – Provide documentation describing health and human services provided (brochure, pamphlet or agency flier). <b>NOTE:</b> An annual report is not acceptable.
Federation for County; BOTH for City	<b>City and County</b>		<b>CITY SOLICITATION PERMIT (Requirements F2 and C2)</b> - Provide current City Solicitation Permit or application (dated no later than 12-20-19) for federation only (County) and for federation and all member charities (City).
Both	<b>City</b>		<b>Secretary of State Registration (Requirement C1)</b> – Provide a copy of Secretary of State registration for the federation and all member charities.
Members only	<b>OSU</b>		<b>Documentation of Ohio Services (Requirement O2)</b> - Agencies that are not located in Ohio must provide documentation of services provided in Ohio.