

# 2020 CCC Application for Participation (State of Ohio, The Ohio State University, Franklin County and/or City of Columbus)

## Application Deadline:

Must be delivered or postmarked  
no later than **Dec. 20, 2019**

Deliver/Mail to: Jeanene Tooill, Campaign Coordinating Organization  
360 S. Third Street, Columbus, Ohio 43215-5485

## Instructions:

Check the applicable boxes below and complete the application. An incomplete application may result in a denial. For more details about requirements, please reference Application Requirements and Certifications form.

**Federation Name:** \_\_\_\_\_

- I have read the 2020 Application Requirements and Certifications and hereby certify that our federation and member charities meet all of the listed application criteria for the campaign(s) to which they are applying.
- On behalf of the above named federation, I hereby apply for participation in the 2020 Combined Charitable Campaign(s) (CCC). I certify that this federation and each of its member charities applying for participation meet all of the eligibility requirements for the CCC as listed below:
- I also agree that this federation and each of its member charities will adhere to all rules, policies and procedures of the Combined Charitable Campaign(s), and that this federation will distribute all funds received through the campaign(s) to the appropriate member charities in accordance with the designations made by contributors.
  - I agree that the federation and its member charities will pay their share of campaign costs based on their share of contributions received through the State of Ohio, The Ohio State University, and Franklin County campaigns and I understand that these costs will be deducted from our share of contributions before they are distributed.
  - Therefore, I further agree that the CCC Steering Committees have the right at any time to request documentation to verify that the eligibility requirements listed below and/or included in the CCC Policies and Procedures have been met by this federation and its member charities applying for participation or currently participating in the CCC. The required certifications, documentation and attachments must be completed and submitted by the application deadline.
  - I understand that all documentation/attachments must be legible and applications that are incomplete may not be amended after the deadline or during the appeal process.

## Requirements for ALL Combined Charitable Campaigns:

- Requirement 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). Federations/charities that were not approved for a 2018 CCC shall submit a valid 501(c)(3) document.
- Requirement 2:** The federation has **at least three member charities** that have applied for and have met the requirements for participation in the Combined Charitable Campaign.
- Requirement 3.** The federation and all of its member charities participating in the CCC shall provide a signed IRS 990. See Application Requirements document for detailed instructions.
- Requirement 4a.** The federation and all of its member charities participating in the CCC have administrative costs of 28.0 percent or less.
- OR**
- Requirement 4b.** The federation and/or any member charity have "administrative costs" in excess of 28.0% of total revenue as calculated in 4a. A justification and formal plan to reduce costs are provided for any agencies above 28.0% AFR.

- Requirement 5.** The federation and all of its member charities participating in the CCC are current in their requirements to register, pay a filing fee, and file the annual financial reports with the Ohio Attorney General.
- Requirement 6.** The organization names on all documentation provided for federation/member charities must match.
- Requirement 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.
- Requirement 8.** Each organization must identify up to two categories of health and human services which most closely identify the type of mission, services and activities provided from the list provided. Marketing materials must be provided for new applicants.
- Requirement 9.** An active and responsible governing body directs the federation and each of its member charities.
- Requirement 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.
- Requirement 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.
- Requirement 12.** I certify that, as of the date on which this application is being submitted to the CCC, 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.
- Requirement 13.** The federation has completed the Charity Spreadsheet in an electronic format for the federation and all applying member charities. A hard copy of the Charity Spreadsheet must also be included with the application.

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**Additional Requirements for The Ohio State University Combined Charitable Campaign (Bucks for Charity):**

- Requirement O1:** All member charities participating in the CCC 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.
- Requirement O2:** Agencies that are not located in Ohio must provide documentation of services provided in Ohio.

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

- Requirement 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)**. Federations are not required to have a local presence.
- Requirement F2:** The **federation** has secured and maintains on file a current City of Columbus Charitable Solicitation permit. Please include copy of the current permit or exemption. If a charity is exempt, proof must be provided. Required proof would be documentation from the Ohio Attorney General's office.

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

- Requirement 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.
- Requirement 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, proof must be provided. Required proof would be documentation from the Ohio Attorney General's office.

I have provided the required documentation as described in the 2020 Application Requirements and Certifications form.

Federation Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Toll-Free Number: \_\_\_\_\_

Website: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Certifying Official**

I am the duly appointed representative, authorized to certify and affirm all statements enclosed in this application. By signing below, I certify that this federation and all of its member charities participating in any of the Combined Charitable Campaigns (CCC) meet all of the eligibility requirements for the CCC, and I agree that failure to meet (at any time) any of the above requirements and/or providing any false or inaccurate statements may result in removal of a federation and/or member charity from participation in the campaign. In addition, by checking the box next to the certification, the federation named in this application acknowledges and agrees to comply with that certification.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date Completed

***Sworn to before me and subscribed to in  
my presence this***

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public

**Deliver/Mail to: Jeanene Tooill, Campaign Coordinating Organization  
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