

This application and all attachments must be received at United Appeal no later than Tuesday, May 29 at Noon. Agencies will be notified of selection before August 1, 2012.

Non-profit Agency Name _____
Address _____
Phone _____ Website _____
EIN: _____

Contact Person _____
Address (if different than agency address) _____
Phone _____ Email _____

On behalf of the above named non-profit agency, I hereby apply for participation in the 2013 United Appeal fundraising campaign. I certify that this agency meets all of the requirements as listed. I also agree that, if selected, this agency will adhere to all rules, policies and procedures of the 2013 United Appeal campaign and that this agency will use all funds received through this campaign as expressed in this application and that this agency will pay their share of the campaign costs.

Please check the line next to each certification statement to demonstrate agreement to comply with the statement and to certify the agency meets the requirement.

1. ___ The agency is a 501 (c) (3) according to IRS rules and regulations.
Attachment: Provide a legible copy of IRS determination letter.
2. ___ The agency provides services to help people in Athens County meet their basic needs.
Attachment: Provide 25 word description of agency's services
3. ___ The agency has administrative costs of 25% or less. Administrative costs are defined as follows: an organizations' percentage of total support and revenue spent on administration and fundraising. For United Appeal purposes, this percentage is computed from information on IRS Form 990:
Attachment: Provide a copy of most recent IRS Form 990 (no earlier than June 2010) ONLY
PAGES: 1, 2, 6, 7, 8, 9, 10, 11, 12 and Schedule A pages 1 & 2

Complete this formula:

Add line 25C (p. 10) (Management and general) and _____
Line 25D (p.10) (Fundraising) + _____ = _____ Total
Enter Line 12A (p. 9) (Total Revenue) _____
Divide total of lines 25C and 25D by line 12A. The result is the percentage overhead: _____ %

4. ___ The agency conducts an annual external audit.
Attachment: Provide a copy of most recent audit (no earlier than June 2010)
5. ___ The agency is current in its registration with the Ohio Attorney General and has paid all relevant fees to the state of Ohio.
Attachment: Printed Verification of Registration from Ohio Attorney General (no earlier than April 2012) <http://ohioattorneygeneral.gov/Services/Non-Profits/Research-charities.aspx>

6. ___ The agency agrees to sign agreement with United Appeal which includes commitment to:
(sample list here; full agreement available under downloads at www.unitedappeal.org)

- Place United Appeal brand prominently on agency materials, including web link and on printed brochures
- Attend United Appeal events and promotions

7. ___ The agency agrees to complete application for Ohio Combined Charitable Campaign on or about December 1, 2012 (includes submitting many of these same documents)

8. ___ The agency agrees to make a 3 minute public presentation at United Appeal open house on Wednesday, June 6 at The Plains Public Library 5:30 – 7:00 PM.

List of attachments:

1. Legible copy of IRS determination letter
2. 25 word description of agency's services
3. IRS Form 990 dated no earlier than June 2010 - ONLY PAGES 1, 2, 6, 7, 8, 9, 10, 11, 12 and Schedule A pages 1 & 2
4. Most recent external audit (no earlier than June 2010)
5. Printed Verification of Registration from Ohio Attorney General (no earlier than April 2012)
<http://ohioattorneygeneral.gov/Services/Non-Profits/Research-charities.aspx>

Certifying Official:

I, _____ am the duly appointed representative of (Non-profit agency name) _____ authorized to certify and affirm all statements enclosed in this application. I realize that this application is not a contract, but that if chosen as a participating agency in United Appeal's 2013 fundraising campaign, the agency will comply with United Appeal agreements.

Signature _____

Printed Name _____

Title _____

Date _____

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A required part of the application process is presentations at a United Appeal Open House on Wednesday, June 6 at The Plains Public Library 5:30 – 7:00 PM

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