



CCC 2020-2021 Colleges, Universities and State Service Organizations (CU/SSOs) Application Form

On the website of the CCC at www.coloradocombinedcampaign.org/nonprofit-applications, you'll find the 2020-2021 application form for Colleges, Universities and State Service Organizations (CU/SSOs). The 2020-2021 Nonprofit Information Worksheet is also located there, as well as helpful links to the IRS and the Colorado Secretary of State.

Application components

Please take time to review the whole application before you begin filling it out. It'll save you time in the long run. To make the application form easy for you to fill out and easy for us to review, here's how we've structured it.

- **Pages 3-4: Application checklist.** We list what you'll need to provide in order to apply. Please note that some items are forms we provide in the application (such as the Contact Information Form), while some items are documents that you need to generate and provide (such as an Audit or Financial Review). Some (such as a Certificate of Good Standing) are items you secure from another source (in this case, the Colorado Secretary of State) and provide.

- **Pages 5-7: Attachment instructions.** We briefly describe what information you'll need to provide for each section of the application (including relevant document dates) and how (for instance, how to obtain forms from the Colorado Secretary of State).

Please note that, if you've participated in the CCC before, the dates of relevant documents have changed (they change each year). Please review very closely what is being asked for. That saves time in the long run both for you and for us.

- **Pages 8-16** of the application contain the forms which make up a portion of the application you'll ultimately turn in.

If you haven't applied for a while, know that what we ask for generally hasn't changed, but there is a notable exception:

CCC Bylaws were revised in September 2019. They expand the requirements regarding nondiscrimination for all participants (which includes Colleges, Universities and State Service Organizations, or CU/SSOs). **For inclusion in the CCC, "all charitable organizations must have a policy of nondiscrimination with regard to race, color, religion, national origin, disability, age, gender identity, or sexual orientation applicable to employees, volunteers and clients served" (Section IV (A)(1)).** All organizations applying to the campaign must submit a copy of their most recent board-approved nondiscrimination policy. This information is also covered under "Other Attachments" on page six of this application form.

Deadline

Application forms must be submitted as hard copies. The Nonprofit Information Worksheet should be

provided as a hard copy as well as emailed to apply@coloradocombinedcampaign.org. **The deadline for completed application forms and all attachments is 5 p.m. on Friday, February 14, 2020. Given the volume of applications and the schedule we're on, there can be no exceptions to this.** Page two of the application form provides the address to which you can hand-deliver or mail your completed application and its attachments.

Process and schedule

Application forms will be reviewed by the CCC Advisory Committee in March 2020. Applicants will be notified of their status no later than April 2020. The active fundraising campaign will run from September 2020 to January 2021. Applicants will learn of the funds raised on their behalf in February 2021. Monthly distributions will begin in the first quarter of 2021 and run for up to 12 months.

Once approved, we'll ask for materials we can use to market your participation in the campaign, such as pictures, videos and logos. Stay tuned for more on this! (Some information, such as your 25-word description, we gather now, on the Nonprofit Information Worksheet.)

Training webinar

If you have questions or wish to learn more about the application process, please participate in our webinar. Here's information:

Topic: CCC Application Process | 2020-2021 Campaign Year
Time: Friday, January 10th | 9:30 a.m. to 10:30 a.m. Mountain Time
Join online: <https://zoom.us/j/153867431>
Dial in: +1 669 900 6833 or +1 646 876 9923
Meeting ID: 153 867 431

In the meantime, please call us at 720-420-3210 with any questions.

Thank you!

We appreciate your interest in the Colorado Combined Campaign, the workplace giving campaign of State of Colorado government employees.