



Applications 2021

CCC 2021 Application Information & Training Meeting

January 13, 2021



Applications 2021

Welcome

- Introductions: name, title, organization
- CCC staff team:
 - Becky Herlinger (CCC in general)
 - Ashley Cook (CCC application eligibility specifics)
 - Julie Connor (Regpack technical specifics)



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Welcome

- Structure of webinar
 - CCC
 - Eligibility
 - Application components
 - Submission process
 - Making the most of the CCC
 - Timeline
 - Questions



Applications 2021

What is the CCC?

- Workplace giving campaign of Colorado State Government Employees
- Founded in 1988; more than \$35 million raised over lifetime
- Founded and overseen by state employees, for the benefit of state employees
- State employees reach out their helping hands: do a lot for Colorado in their jobs, CCC is another platform



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Why apply for the CCC?

- No upfront fees
- An efficient way to access a large, influential audience (Colorado State Government employees)
- Increased awareness of your nonprofit
- Incremental, automatic giving means that most people give more overall (2020 average donation thus far: \$434)
- Lower administrative costs because you're processing a single, large payment versus multiple smaller payments
- Aside from the application, CCC staff does bulk of work



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CCC eligibility

- Giving federations/umbrella organizations (and by extension their member nonprofits)
- CU/SSOs
 - Colleges, universities and state service organizations (independent nonprofits affiliated with a unit of Colorado State Government)
- All: Colorado focus



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Application form background

- Two versions: federation and CU/SSO
- Find at <https://www.regpack.com/reg/2021CCApplication>
- What we ask for and how: largely based on Colorado Common Grant Application
- Find Regpack link and other helpful resources on our website (IRS forms, Colorado Secretary of State links, etc.): www.coloradocombinedcampaign.org



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Application content: four types

- Items you provide online on pages with fields (“forms”)
- Items you download, fill out, then upload
- Items you generate in advance, then upload
- Items you gather from other sources in advance, then upload



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Items you provide online on pages with fields (“forms”)

- Contact information
- Bylaw certifications
- Sources of funding
- Disclosure of expenditures
- Administration and fundraising ratio
- State association statement (CU/SSO)
- Statement of local presence statement



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Items you download, fill out, then upload

- Administration and fundraising ratio explanation (if exceeding 35%)
- Nonprofit information worksheet (for both federations and CU/SSO; federations include all member nonprofits)



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Items you generate in advance, then upload

- Narrative
- IRS Form 990 or pro forma
- Audit or financial review
- Current budget and board minutes approving
- Nondiscrimination policy
- Board of directors list
- List of leadership staff
- CCC fund distribution history (federations)
- CCC fund distribution procedures (federations)



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Items you gather in advance from other sources, then upload

- IRS determination letter
- Certificate of good standing (Colorado Secretary of State)
- Certificate of registration (Colorado Secretary of State)



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Items specific to application form versions

- Giving federations/umbrella organizations
 - CCC fund distribution history (you generate, then upload)
 - CCC fund distribution procedures (you generate, then upload)

- CU/SSO
 - State association statement form (download, fill out, then upload)



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Notes specific to application form versions

- Giving federations/umbrella organizations
 - The application form is largely about YOU; you're applying on behalf of YOU
 - You're also CERTIFYING information on behalf of your members
 - Also related to your members: nonprofit information worksheet (ALL), nondiscrimination policy (ALL), certificates of good standing and registration (ALL), AFR explanation form (ONLY those exceeding 35%), statement of local presence (ONLY those with no Colorado physical location)



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Nonprofit information worksheet

- Critical document used for printed brochure and digital channels
 - See tabs for instructions on how to complete
 - Drop-down lists: new charity (column A), cause area (column Q), primary service region (column R), member contact name and email (columns S and T)
 - Revised for 2021: do not reuse versions you may have from prior years
 - Please pay attention to details (such as codes, cause areas)



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What's new this year

- Regpack online submission:
<https://www.regpack.com/reg/2021CCCAapplication>
- No more paper!
- No more mail or hand-delivery!
- Easier for all involved in the application process (applicant nonprofits, CCC staff, CCC Advisory Committee)
- Pandemic-era necessity



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What's not new this year, but still important

- Nondiscrimination policy expanded to cover nonprofit staff and volunteers, in addition to people served
- CCC Bylaws revised September 2019 (find at www.coloradocombinedcampaign.org/nonprofit-applications and elsewhere on website)
- Why? Bring up to date with nonprofit best practices and bring in alignment with nondiscrimination policies that cover State of Colorado Government employees



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How to maximize the value of the CCC

- Submit great photos and 25-word descriptions
- Say “yes!” to nonprofit fairs and speaking opportunities
- Promote workplace giving in your communications
- Encourage state employees you know to give through the CCC and promote to their coworkers



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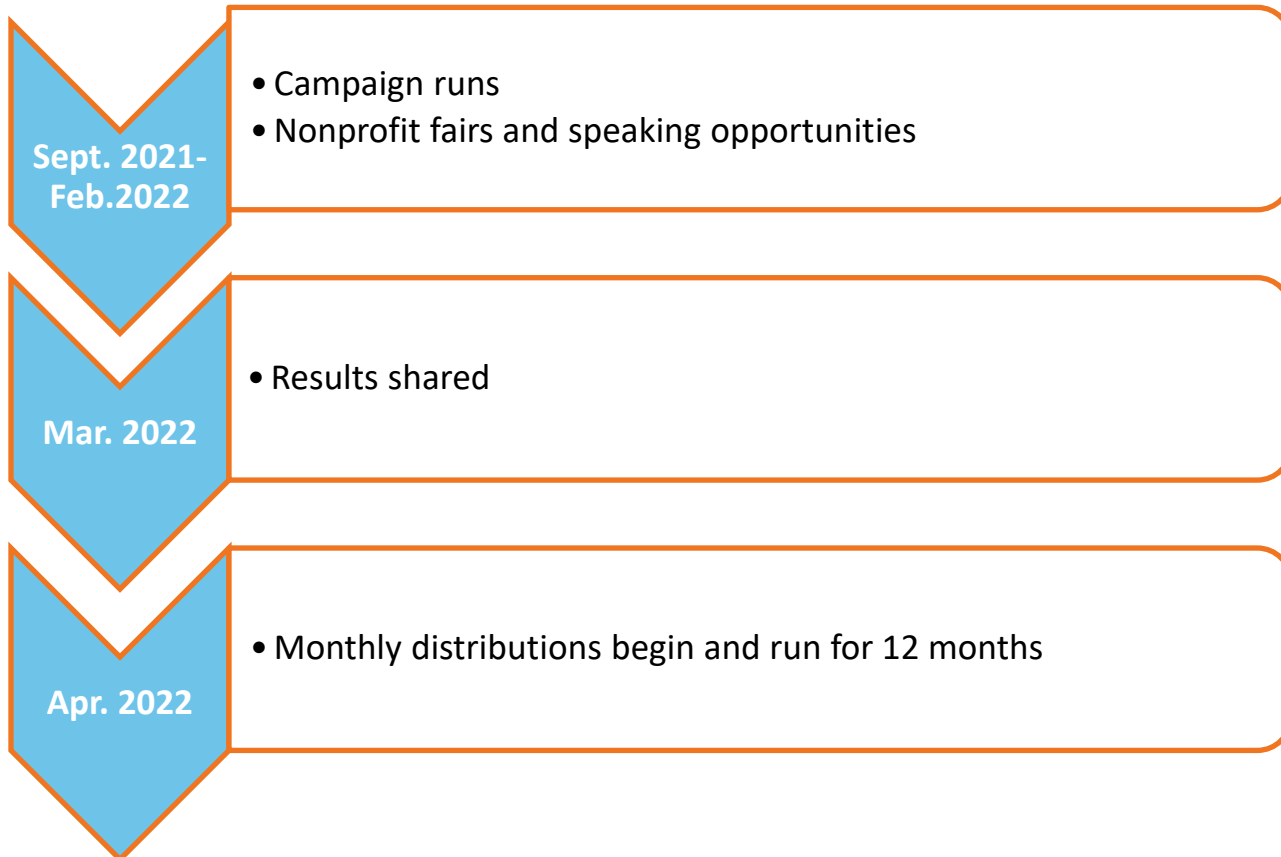
Timeline





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Timeline





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Using Regpack to submit your application

- Quick demonstration
- Technical advice



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- **Common application pitfalls to avoid**

- Pay attention to columns in nonprofit information worksheet, and use dropdowns

- Pay attention to dates/timelines of documents requested (such as Form 990, Colorado Secretary of State items, audit/financial review)

- Nondiscrimination policy: looking for internal document, not pro forma statement



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For more information and help

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www.coloradocombinedcampaign.org/nonprofit-applications