



## CCC 2022-2023 Federation/Umbrella Organization Application Information

Thank you for your interest in applying for the Colorado Combined Campaign (CCC), the workplace giving campaign of State of Colorado government employees. Here is information regarding the process for applying to the 2022-2023 campaign.

### **First: what qualifies an entity to be defined as a Federation/Umbrella Organization?**

A Federation/Umbrella Organization is an entity that meets several criteria. It is registered as a nonprofit organization in Colorado by obtaining a Certificate of Registration from the Secretary of State's office, is exempt from federal income tax under Internal Revenue Code 501(a) as described in Section 501(c), serves as the agent for a group of at least seven charitable organizations and otherwise meets the criteria established in CCC Bylaws. The Advisory Committee, at its discretion, may grant a waiver of this seven-organization requirement should circumstances indicate that the waiver serves the purpose of the CCC. CCC Bylaws, revised November 2021, may be found at: <https://www.coloradocombinedcampaign.org/purpose-bylaws-audit-financial-statements.html>.

### **Online application submission through Regpack**

The CCC introduced a new way to apply, online through Regpack, in 2021. This system makes it easier and more efficient for all involved (applicants, CCC staff and the CCC Advisory Committee) in each step of the process, from submission to processing, review and acceptance. The CCC Regpack site is located here:

<https://www.regpack.com/reg/2022CCCApplcation>

Simply click on the link and create an account in order to get started.

### **Requirements: streamlined, fewer items required**

Although the online submission process remains the same, what is required has changed. **Whereas in the past nearly 20 items were requested, that number has been lessened by a third, to around a dozen.** Streamlining the application process and making it easier for charities to participate in the campaign is a priority for the CCC Advisory Committee. For consideration, applicants to the CCC will need to provide:

- Organization contact information
  
- Bylaws certifications
  
- Narrative responses
  - Programs and activities
  - Key accomplishments
  - Reporting and transparency
  
- Financial documents and information
  - IRS Form 990 (dated within the past 18 months from December 1, 2021)
  - Proof of GAAP compliance
  - Recent audit or financial review
  - Administration/fundraising ratio calculation
  - Disbursement procedures and history (federation/umbrella applicants only)

- Other key documents and information
  - Nondiscrimination policy*
  - Statement of local presence*
  - Nonprofit information worksheet*
  - Colorado Secretary of State member information worksheet*

Helpful links to the IRS and the Colorado Secretary of State may be found on the CCC website at [www.coloradocombinedcampaign.org/nonprofit-applications](http://www.coloradocombinedcampaign.org/nonprofit-applications).

### **CCC nondiscrimination policy**

As mentioned above, CCC Bylaws were revised in November 2021. Now, for inclusion in the CCC, all charitable organizations must ensure and certify that they have a posted notice that summarizes the discriminatory or unfair practices prohibited by the law per Colorado Civil Rights Commission Rules (3 CCR 708). Notice must include contact information for filing a complaint. If the organization has a written nondiscrimination policy, it should be included with its application.

### **Deadline**

All applications must be submitted online using the Regpack system detailed above by midnight on Friday, February 18, 2022.

### **Process and schedule**

Applications will be initially processed by CCC staff in February-March 2022. At its March 2022 meeting, the CCC Advisory Committee will review and approve applications. Any needed follow up for applications will take place in March-April 2022. At its April 2022 meeting, the CCC Advisory Committee will do one last review and approval of applications that required follow up. Applicants will be notified of their status no later than April 2022. The active fundraising campaign will run from September 2022 to January 2023. Applicants will learn of the funds raised on their behalf in the first quarter of 2022. Monthly distributions will begin in the second quarter of 2023 and run for up to 12 months.

Once approved for the 2022-2023 campaign, we'll ask for materials we can use to market your participation and that of your members in the campaign, such as pictures, videos and logos. Look for more information in the second quarter of 2022.

### **Information and training meeting**

If you have questions or wish to learn more about the application process, please attend our information and training meeting (this will also be recorded and on our website at [www.coloradocombinedcampaign.org/nonprofit-applications](http://www.coloradocombinedcampaign.org/nonprofit-applications)):

Date: Wednesday, January 19, 2022

Time: 11:00 a.m. to 12:15 p.m.

Join Zoom Meeting:

<https://us02web.zoom.us/j/82200849104?pwd=Y2J4cHlzN2Uxc01wVmMc0SDBGNVm4dz09>

Meeting ID: 822 0084 9104

Passcode: 473628

Dial-in Numbers: +1 346 248 7799 US (Houston) +1 669 900 6833 US (San Jose)

Find your local number: <https://us02web.zoom.us/j/82200849104?pwd=Y2J4cHlzN2Uxc01wVmMc0SDBGNVm4dz09>

In the meantime, please email us at [info@coloradocombinedcampaign.org](mailto:info@coloradocombinedcampaign.org) or call 720-420-3210 with any questions.

Again, thank you for your interest in participating in the CCC!