

2018 Application Document Checklist

The application must be postmarked no later than **December 22, 2017**

Required by: Federation/ Member Charity/ Both	Completed	Submit Required Documentation: Each federation and member charity applying for participation must be listed on the Excel spreadsheet. Their required documentation must be placed in separate, clearly labeled folders. (Failure to provide any of this information may result in a denial).
Federation		2018 Application for Participation
Both		FILE FOLDER – Separate, clearly labeled folder with appropriate attachments for each submitted federation and member charity.
Both		EXCEL SPREADSHEET – Please include: (Requirement 1) – Electronic spreadsheet that includes listing of federation and all member charities being submitted for review. The 25-word descriptions are a part of this spreadsheet. (Requirement 8) -- Each organization must identify and include up to two health and human service categories.
Both		IRS 501(C)3 (Requirement 2) – Copy of the most recent IRS 501(c)3 determination letter.
Both		IRS FORM 990 - ONLY PAGES 1, 9 AND 10 (Requirement 3) of the most recently completed IRS Form 990 (within two (2) years prior to the campaign year). Must include Jan. 1, 2016 or more recent.
If applicable		ADMINISTRATIVE COSTS OVER 28.0 PERCENT (Requirement 4b) - Provide a justification in writing and a formal plan to reduce expenses for each federation and/or member charity with administrative costs over 28.0 percent.
Federation		ATTORNEY GENERAL VERIFICATION (Requirement 5) - A printout from the Ohio Attorney General's website verifying compliance.
If applicable		NAME CHANGE (Requirement 6) – Official documentation verifying name change.
Both		BROCHURE (Requirement 7) – Provide documentation describing health and human services provided (brochure, pamphlet or agency flier). NOTE: An annual report is not acceptable.