



INSTRUCTIONS AND CHECK LIST FOR APPLICANTS

APPLICATIONS ARE ONLY ACCEPTED THROUGH THE MARYLAND ONESTOP ONLINE PORTAL

**APPLICATIONS DEADLINE: FEBRUARY 7, 2025
LATE APPLICATIONS WILL NOT BE APPROVED.**

- 1.** Sign in to your account on OneStop: <https://onestop.md.gov/tags/5d1538807ccc6701ed6141d6>. To find the MCC application, you must have already claimed your record on the OneStop Portal. If you have not claimed your record on OneStop, please view the video and use the user guides found at this page on our website: <https://sos.maryland.gov/Charity/Pages/default.aspx>. The Annual Registration User Guide found at the above-provided link contains information for navigating the system and filing an MCC Application. Once the record is claimed, you can find the MCC application by taking the following steps:
 - a.** Log into OneStop.
 - b.** Switch from your individual OneStop account to the entity’s account.
 - c.** Once on the entity’s dashboard, click on the charity’s ID number to view the profile.
 - d.** Click on the green “Actions” button.
 - e.** Click on Complete MCC Application.

- 2.** ALL information listed below is required for consideration of acceptance into the 2025 MCC, unless otherwise noted. (You will have to provide this information when completing your online application).

All applicants must be in compliance with the filing requirements of the Office of the Secretary of State.

Late applications will not accepted.

CHECK OFF	ITEMS TO BE UPLOADED
	1. A copy of IRS determination letter designating your organization as 501(c) (3) agency (not required if on file and if your registration with our office is current).
	2. A copy of Articles of Incorporation or other organizing instrument (not required if on file and if your registration with our office is current).

	3. A copy of valid by-laws (not required if on file and if your registration with our office is current).
	4. A statement indicating how the money was spent if you participated in the 2023 Maryland Charity Campaign.
	5. A copy of the organization's current operating budget for 2024, or 2025 if available signed by CEO or ED.
	6. A signed copy of IRS Form 990 or Form COF-85, which is a part of a current registration on file with the Office of the Secretary of State. The data that populates the online MCC form is generated from the last 990 provided by the organization on its most recently filed registration. Do not use a 990 on the MCC application that has not already been provided as part of the organization's annual registration under the Maryland Solicitations Act. <u>If your organization completes the IRS Form 990-EZ, please submit the COF-85 in lieu of the IRS Form 990-EZ.</u> (Post card admissions or 990 EZ will NOT be accepted)
	7. A description of services provided for two (2) preceding calendar years to Maryland residents <u>OR</u> If your organization provides services to persons in other countries, a description of services and proof of financial support received from Maryland residents for the past five (5) years.
	8. If the sum of management and fund-raising expenses exceeds twenty-five (25%) percent of total revenue, a statement must be included justifying the expenses in addition to a detailed plan to reduce expenses to twenty-five (25%) percent in the near future. This does not guarantee acceptance.

If the charity's IRS Form 990 reports direct public support and corporate and foundation grants in excess of \$25,000, the organization **must** register with the Charitable Organizations Division of the Office of the Secretary of State or be exempt under the Maryland Charitable Solicitations Act. If the charitable organization received less than \$25,000 in direct public support and corporate and foundation grants, the organization must complete the Exempt Organization Fund-Raising Notice annually. The forms to register as a charitable organization may be obtained by contacting the Charity Division or on the Office of the Secretary of State's home page located at <http://sos.maryland.gov/Charity/Pages/default.aspx>.

Please note: Charities are listed in the MCC directory by the name and address in which they are registered with the Office of the Secretary of State. Local chapters affiliated with a national office **cannot** use their local contact information unless they have a separate 501(c) (3), EIN#, and **apply** separately.

If a document is missing or additional information is needed, you will be contacted at the email address from which the application was received. **You must be registered with the Office of the Secretary of State for two complete years or five years for organizations doing international work before being considered for the campaign. All criteria must be met for acceptance.**

Only applications through the portal OneStop, <https://onestop.md.gov/tags/5d1538807ccc6701ed6141d6> will be processed.

Questions about the MCC- Contact Lori Parks at Loraine.parks@maryland.gov

Questions about your charity registration contact - [DLCharity SOS@maryland.gov](mailto:DLCharity_SOS@maryland.gov)

PLEASE NOTE: YOUR ANNUAL REGISTRATION AND MCC APPLICATION ARE TWO SEPARATE FUNCTIONS THAT MUST BE COMPLETED.