



**INSTRUCTIONS AND CHECK LIST FOR APPLICANTS**

APPLICATIONS ARE ONLY ACCEPTED BY E-MAIL AT [mcc.applications@maryland.gov](mailto:mcc.applications@maryland.gov)  
**SUBJECT LINE: ORGANIZATION'S NAME**

**DEADLINE FOR APPLICATIONS IS FEBRUARY 08, 2019**

1. Please type all information.
2. Except for Items 1, 2, and 3, the following documentation must accompany all applications. If Items 1, 2, and 3 were submitted prior to the Maryland Charity Campaign, do not resubmit them.
3. ALL information listed below is required for consideration of acceptance into the 2018 MCC.

**No deficient or late applications will be accepted.**

CHECK OFF	ITEMS TO BE E-MAILED
	1. A copy of IRS 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 filed 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 the amount of money received from the 2017 Maryland Charity Campaign and how the campaign donations were spent.
	5. Copy of the organization's current operating budget, <b>signed by CEO or ED</b>
	6. A <b>signed copy</b> of IRS Form 990 or Form COF-85 for the most recently completed fiscal year <u>or</u> a duplicate copy of the IRS Form 990 which is a part of a current registration on file with the Office of the Secretary of State. <u>If your organization completes the IRS Form 990-EZ, please submit the COF-85 in lieu of the IRS Form 990-EZ.</u>  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 <b>proof</b> of financial support received from Maryland residents within the past five (5) years.
	8. If management and fund-raising expenses exceeds twenty-five (25%) percent, please include a statement justifying the expenses and a detailed plan to reduce expenses to twenty-five (25%) percent in the near future.

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) and **apply** separately.

An automated email response will be sent upon receipt of the application. **\*\*\*PLEASE NOTE THAT IF YOU SUBMIT MORE THAN 1 APPLICATION A DAY, ONLY 1 AUTOMATED RESPONSE WILL BE SENT\*\*\* DO NOT mistake the automated response as acceptance or approval into the campaign.** If a document is missing or additional information is needed, you will be contacted at the email address from which the application was sent from. Only the documents **below need to be emailed to complete the application unless otherwise requested. An email will be sent indicating approval or denial after the application materials are reviewed.**

**PLEASE E-MAIL THE FOLLOWING:**

**Signed, completed application**

**Signed current operating budget**

**Signed current 990 or COF 85 in place of a 990EZ**

EMAIL to [mcc.applications@maryland.gov](mailto:mcc.applications@maryland.gov)

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