



IF YOU HAVE ALREADY SUBMITTED YOUR APP ONLINE, THANK YOU!

Due to the implementation of the new One Stop database system for charities,
CHARITIES MAY SUBMIT THE MCC APP VIA EMAIL THIS YEAR ONLY.

ONLINE MCC APPS WILL RESUME FOR THE 2024 CAMPAIGN.

APPLICATION FOR THE 2023 MARYLAND CHARITY CAMPAIGN (MCC)

APPLICATION DEADLINE: MARCH 3, 2023

THIS IS FOR THE 2023 CAMPAIGN ONLY!

Applications received after the deadline will not be processed.

APPLICATIONS MUST be E-MAILED TO

mcc.applications@maryland.gov

SUBJECT LINE: ORGANIZATIONS NAME

OFFICE OF THE SECRETARY OF STATE

CHARITABLE ORGANIZATIONS DIVISION

STATE HOUSE, ANNAPOLIS MD 21401

E-mail questions to Loraine.Parks@maryland.gov

1. Organization Name: _____
2. Contact Name: _____ Telephone Number: _____
3. E-mail address: _____ **(Mandatory)**
 - a. Please list the counties in Maryland in which you provide programs or services.

4. Does the organization provide its financial report upon request? _____
5. How many members make up the governing body (e.g. directors, including officers, etc.)? _____
6. Do any members of the governing body receive compensation? If so, how many? _____

7. Is the organization registered as a charitable organization with the Maryland Office of the Secretary of State? ***Please note, registration as a charitable organization is an entirely separate application and does not automatically guarantee acceptance into the MCC.**
- Yes _____ No _____
 - EIN# _____ (Federal ID number)
 - Secretary of State Registration Expiration Date _____
8. Please submit a **signed** copy of your 990 or COF-85. If the organization's IRS form 990 is not available for fiscal year ending in 2022, please submit the 2021 IRS form 990.
- IRS Form **990 EZ WILL NOT be accepted** (use COF-85 instead).
Per the Executive Order, an organization must not exceed 25% of its total revenue on fund-raising and management expenses.
 - On the IRS Form 990, the percentage is calculated by:
 - Adding together (C) and (D) line 25 from page 10
 - Divide that total by line 12 (A) on page 9
 - On COF-85 add lines 12 and 13 together and divide that sum by line 10 (total revenue)
 - I hereby certify that the organization spent _____ (percentage) percent on management and fund-raising expenses in the preceding fiscal year.
9. If the response to number **8c** exceeds 25%, please respond to the questions **below**. *Please note, explanations for exceeding 25% will be carefully reviewed and evaluated, a review does not guarantee acceptance. Submit the following documentation with your application:
- An explanation documenting why the management and fund-raising expenses during the preceding fiscal year is fair and reasonable.
 - A plan documenting how you will reduce future expenses to operate within the 25% range.
10. Please submit a copy of the IRS determination letter designating the organization as a 501(c) (3) entity. (This letter is **not** required if already on file). These documents are on file **IF** your charity's registration is up to date and you already submitted them to the Charity Division.
- Enclosed _____ on File _____
11. Please submit a copy of the filed articles of incorporation or other organizing instrument for the organization. (This information is **not** required if already on file).
- Enclosed _____ on File _____
12. Please submit a copy of current by-laws. (This information is **not** required if already on file).
- Enclosed _____ on File _____
13. Please submit a current operating budget for 2022, **signed by the CEO/ED of the organization**.

14. If the organization participated in the 2021 MCC, please describe how the campaign funds received were spent (i.e., program services, administration, and fundraising).

15. Please attach: (1) a description of the services provided by the organization to Maryland residents for the two (2) preceding years; or (2) if the organization provides services to persons in other countries, a description and proof of financial support received from Maryland residents within the past five (5) years.

16. Please provide a 25-word (or less) description for the MCC Directory. **PLEASE USE BLOCKS AND WRITE NEATLY OR TYPE. Descriptions that exceed twenty-five (25) words will not be used, if more words are received, the first twenty-five (25) words will be printed in the MCC Giving Guide used by donors.**

17. I, _____ (Name of Chief Executive Officer) hereby certify that _____ (Name of Organization) is in compliance with all federal, state and local laws. I further certify that the Maryland Charity Campaign application and its attachments are true to the best of my knowledge, information, and belief. I consent and agree that if this charity is accepted in the Maryland Charity Campaign (MCC) that all funds received from the MCC will be used to support the stated mission of the charity. I agree not to spend more than 25% of donations received from the MCC for administrative costs.

Signed this ____ day of _____, 20__.

Name of Chief Executive Officer (typed or printed)

Signature of the Chief Executive Officer

COUNTER TERRORISM COMPLIANCE

ANTI-TERRORISM COMPLIANCE MEASURES

In the spirit of compliance with the USA Patriot Act and other counterterrorism laws, the Maryland Charity Campaign requires that each agency certify the following:

"I hereby certify on behalf of _____ [name of Charitable Organization) that all Maryland Charity Campaign donations will be used in compliance with all applicable Maryland Charity Campaign requirements, anti-terrorist financing and asset control laws, statutes and executive orders."

Print Name: _____

Title: _____

Signature: _____ Date: _____

PLEASE NOTE: THIS APPLICATION IS FOR THE SUBMISSION OF THE 2023 CAMPAIGN ONLY!