

**ENCLOSURE #1**

**Organizational Description**

Include:

- 25 word description.

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25

- Percentage of administrative and fundraising expenses.  
Percentage of administrative and fundraising expenses: this percentage shall be computed from information on the IRS Form 990 by adding the amount spent on "management and general" (Part IX, Column C, Line 25) to "Fundraising expenses" (Part IX, Column D, Line 25) and dividing the sum by Part VIII (Statement of Revenue), Line 12, Column A (Total Revenue). If this percentage exceeds 30.00% - STOP - your organization does not meet the criteria and does not qualify for participation.
- Telephone number.
- Federations must provide the above for each agency they represent which will be included in the ASECCC.

## ENCLOSURE #2

### **Substantial Local or Statewide Presence**

Include:

- List of programs or services offered.
- Address and phone number(s) of your organization's offices in this area or statewide.
- Hours your offices are open.
- Number of paid staff and/or volunteers who actually provide services from the local (statewide) office.

In applying for statewide participation, please provide evidence that services of direct benefit to individuals are available to state employees statewide.

Representative samples of people directly benefiting from your service would be solid evidence.

**(If applying for both statewide and local presence, separate applications are required.)**

## **ENCLOSURE #3**

### **Tax-exempt Status**

Include:

- Proof your organization has been granted tax-exempt status under the Internal Revenue Service Code, Section 501(c)(3).

## **ENCLOSURE #4**

### **Legally Incorporated**

Include:

- Proof your organization is legally incorporated or authorized to do business in the state of Alabama as a private, nonprofit organization.

If your organization has undergone a name change, include copy of documentation sent to the Attorney General or Secretary of State regarding the name change.

**ENCLOSURE #5**

**Alabama Fund Raising**

- Provide data showing that at least 60% of the funds your organization raised locally (statewide) in each of the two fiscal years prior to this application came from individual contributions from within Alabama. This does not include government contracts, grants, or any funding which are applied for.

This information can be presented in various ways. Regardless of which way it is presented, at least one of the two years would be reflected in the total of Sections 1 and 2 of Part VIII, Statement of Revenue on the 990 you will attach.

**Example:** (Add/delete sources as appropriate).

<u>Funding Source</u>	<u>(Year Covered)</u> <u>Alabama</u>	<u>Total</u>
Individuals		
Fees		
Civic Org.		
United Way		
Totals	\$	\$
% raised in Alabama		%

Please note that the Review Committees may ask for supporting documentation, which may include, but is not limited to a ledger listing of donations received (city/state and amount of contribution). Reservation of contributor’s privacy is ultimate.

**Nondiscrimination**

Include:

- A copy of the written policy regarding non-discrimination adopted by your Board of Directors.

(Please note that a signed statement from a Board Official or Director of the program *is not* sufficient and cannot be accepted in lieu of your written policy.)

## ENCLOSURE #7

### Active Local Board

Include:

- Names and addresses of Board of Directors.  
(Board members must be from area applying to.)
  
- Schedule of Board's meetings.  
(Board must meet no fewer than **four** times a year.)

## **ENCLOSURE #8**

### **Proper Financial Procedures**

Include:

- Current annual budget.
- Current annual report or most recent newsletters (minimum of 4 per year)
- Most recent independent audit. (must be within 18 months of application)
- Most recent IRS Form 990 (must be within 18 months of application)

(IRS Form 990EZ is not acceptable – a pro forma 990 must be completed to be considered for participation).

## **ENCLOSURE #9**

### **Local Fundraising (For Federations only with the exception of federations serving the needy overseas)**

Include:

- Provide documentation that your federation has raised at least \$60,000 at the local level, distributed that sum among at least ten (10) charitable agencies, in each of its last two fiscal years preceding this application.