



## 2018 UNAFFILIATED AGENCY APPLICATION INSTRUCTIONS

**APPLICATION DEADLINE IS MONDAY, MARCH 5, 2018.** Applications will be accepted electronically or by mail with all supporting documents. Applications submitted electronically will be accepted with typed signatures and must be postmarked by, or prior to March 5, 2018. There will be no extensions or exceptions.

Applications sent electronically: [sobrien@njecc.net](mailto:sobrien@njecc.net) Applications sent by mail: NJECC, PO Box 566, Allentown, NJ 08501. Overnight mail: NJECC, 5 Jennings Drive, Allentown, NJ 08501.

**Before submitting your application, please check to make sure all information is accurate and all attachments and signatures are included. Incomplete applications will not be considered.**

The ECC Steering Committee will assess applications for compliance and completeness before making recommendations for approval or decline. Charities Registration/Division of Consumer Affairs will notify all applicants within 30 days of the deadline of their campaign status.

### Instructions for Completion

**It shall be the responsibility of the Charity to certify you are in compliance with Charities Registration and to make sure updated documents are on file with Charities Registration.** The NJECC Steering Committee reserves the right to request information at any time from a charity that documents it is in compliance with campaign regulations. Such information shall be provided within 10 days of the notification postmark date. The NJECC Steering Committee may deny eligibility of a charity if you fail to provide the requested information within the stated 10-day period.

### APPLICANT INFORMATION

#### LEGAL NAME OF ORGANIZATION

The name of the applicant charity as it is listed with Charities Registration/Division of Consumer Affairs.

#### MAILING ADDRESS

List the mailing address where communications from the NJECC will be sent.

#### NAME/TITLE OF ORGANIZATION CONTACT

Provide the name, title, telephone, and email address for the Primary Contact Person for communication about the NJECC application.

## WEBSITE

List the complete Internet address to be used in all 2018 campaign materials. If your organization does not have a website, please put N/A in this space.

## CHARITIES REGISTRATION # OR EXEMPTION #

Please provide the Charities Registration Number for the Agency unless it is a religious entity or educational institution exempt from registration with the NJ Charities Registration Section. Charities number begins with CH, 7 digits long and ends with 00. If exempt, provide exemption number and basis for exemption.

## FEIN#

Federal Employer Identification Number (9-digit number assigned by the IRS)

## CERTIFICATIONS

**“Yes” or “No” must be checked for all questions in this section. Charities Registration will confirm required (updated) documents are on file.**

The following data must be submitted for each of the **TWO** fiscal year’s preceding this application. **Information prior to 2015 WILL NOT BE ACCEPTED. The agency must have raised at least \$15,000 from individual citizens of New Jersey.**

Total Amount of funds raised for FYE 2016: \$

Amount of those funds raised from individual citizens of NJ: \$

Total Amount of funds raised for FYE 2017: (if 2017 is unavailable, submit 2015): \$

Amount of those funds raised from individual citizens of NJ: \$

## ATTACHMENTS

### **Attachment A List of Names and Address of Board of Directors and Executive Personnel**

A list of names and addresses of the governing board, officers of the governing board, AND the names and addresses of executive staff at the time of application submission. **List will not be accepted without addresses.**

### **Attachment B Anti-Terrorism Compliance Measures Form**

Attached completed and signed official certification that the Agency is in compliance with the USA PATRIOT ACT as well as other counterterrorism laws.

### **Attachment C List of 25-Word Description (Excel Spreadsheet)**

Submit a 25-word description (**NO CAPS**) of the health, welfare or human care services that your agency provides, along with the Charities Registration number, telephone number, website and FEIN # via email to [sobrien@njecc.net](mailto:sobrien@njecc.net) using **ONLY** the database spreadsheet provided on the NJECC website ([www.njecc.net](http://www.njecc.net)). This statement will be included in the published brochure/reference guide and must not exceed 25 words. The Amended Articles of Incorporation Name Change/Amendment Page must be submitted if there is a name change. Without this documentation, your eligibility cannot be verified and you will not be eligible to participate.

### **Attachment D CRI-200, CRI-150I, or CRI-300R**

Submit completed most Recent CRI-200, CRI-150I or CRI-300R **(Two years if you are a NEW applicant)**

**Attachment E      IRS Form 990**

Most recent IRS Form 990 **signature page, revenue page, and expense page. (Do not send entire Form 990)** Information **prior to 2015 will not be accepted. Attachment D & E must be for the same time period.** Agency officer or preparer must sign IRS Form 990. If the IRS 990 has been submitted electronically, please provide Form 8879EO – IRS eFile Signature Authorization. **(Two years if you are a NEW applicant.)**

**Attachment F      Annual Report**

Submit a copy of Annual Report for the most recent fiscal year **(acceptable substitutes: year end summary, newsletter or flyer which describes the agency's activities and accomplishments and provides the names of chief administrative personnel)**

**SIGNATURE**

The NJ Employees Charitable Campaign requires that all organizations applying for admission certify compliance with the requirements as outlined within the 2018 NJECC application.

Please sign and date your application. The signatory must be an authorized agent of the organization.

**Please submit your completed application package including all required attachments to:**

**Email:** [sobrien@njecc.net](mailto:sobrien@njecc.net)

**Mail:** New Jersey Employees Charitable Campaign  
PO Box 566  
Allentown, NJ 08501

**Overnight Mail:** New Jersey Employees Charitable Campaign  
5 Jennings Drive  
Allentown, NJ 08501

**The deadline for receipt of applications is Monday, March 5, 2018  
Applications must be postmarked no later than March 5, 2018.**

**It is the applicant's responsibility to follow-up with the campaign manager prior to this date if they do not receive an acknowledgement of receipt for an electronic application submission.**

We are glad to answer any questions regarding the application procedures.

Susan O'Brien/Campaign Manager  
609.477.8306  
[sobrien@njecc.net](mailto:sobrien@njecc.net)

**NEW JERSEY EMPLOYEES CHARITABLE CAMPAIGN  
PO BOX 566  
ALLENTOWN, NJ 08501**

**UNAFFILIATED AGENCY APPLICATION 2018 CAMPAIGN**

**READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING**

Each charitable organization accepted into the NJECC must be a registered charity in full compliance with the registration requirements of New Jersey law, unless it is a religious entity or an educational institution. To confirm the registration status of an agency or request the charitable registration number, call the Division of Consumer Affairs Charities Registration Section at 973-504-6215 or visit their website at <http://www.njconsumeraffairs.gov/charities/pages/default.aspx>. If the agency is not in full compliance with the registration requirements, it will not be accepted into the campaign.

**PART A APPLICANT INFORMATION**

Application Status: NEW  RENEWAL

Legal Name of Agency: \_\_\_\_\_  
(As Registered with NJ Division of Consumer Affairs)

Agency Address: \_\_\_\_\_

Contact Name/Title  
For Application \_\_\_\_\_

Telephone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Web Address: \_\_\_\_\_

Charities Registration #: \_\_\_\_\_

FEIN (Federal Employer Identification Number) \_\_\_\_\_

If Exempt, provide Exemption # \_\_\_\_\_ Religious  Educational  Library

## PART B CERTIFICATIONS

Must Check "Yes" or "No" to ALL the following questions:

Is the Agency directed by a governing body whose members have no material conflict of interest in their service on the governing body? YES  NO

Has the agency received tax-exempt status pursuant to Section 501(c)(3) of the Internal Revenue Code? If "NO", STOP you are not eligible to participate. YES  NO

Has the agency registered as a charitable organization pursuant to the NJ Charitable Registration and Investigation Act? Your agency must be in compliance at the time of the application deadline (03/05/2018). YES  NO

Is your agency IRS Determination Letter on file with Charities Registration? YES  NO

Has the agency been audited in accordance with generally accepted accounting principals by an independent CPA for each of the organizations 2 fiscal years preceding this application? YES  NO

For new applicants only, is the agency Articles of Incorporation and By Laws on file with Charities Registration? YES  NO

Submit the following data for each of the two fiscal years preceding this application. **Information prior to 2015 WILL NOT BE ACCEPTED.**

Total Amount of funds raised FYE 2016 \$ \_\_\_\_\_

Amount of those funds raised from individual citizens of NJ: \$ \_\_\_\_\_

Total Amount of funds raised FYE: 2017 (if 2017 is unavailable, submit 2015) \$ \_\_\_\_\_

Amount of those funds raised from individual citizens of NJ: \$ \_\_\_\_\_

## PART C ATTACHMENTS

- Attachment A** List of Board of Directors AND Executive Personnel
- Attachment B** Anti-Terrorism Compliance Measures Form
- Attachment C** List of 25-Word Description
- Attachment D** **CRI-200, CRI-150I, or CRI-300R** (most recent 2 years if first time applicant.)
- Attachment E** IRS Form 990 – signature page, revenue page and expense page **ONLY** (Most recent 2 years if first time applicant)
- Attachment F** Annual Report (most recent 2 years if first time applicant)

**PART D      SIGNATURE**

*I certify that the information provided herein is true and correct to the best of my knowledge.  
I also recognize that this campaign is the only vehicle by which State employees can be solicited for donations throughout the year and we will not reach out through the workplace for donations outside of this.*

**Print, sign, and mail or email your completed application and attachments.**

**Date:** \_\_\_\_\_

**Authorized Official Signature:** \_\_\_\_\_

**Print Name/Title:** \_\_\_\_\_



**EMPLOYEES CHARITABLE CAMPAIGN**  
**ANTI-TERRORISM COMPLIANCE MEASURES**

IN compliance with the spirit and intent of the USA PATRIOT ACT and other Counter-terrorism laws, the New Jersey Employees Charitable Campaign requests that each funded agency ("Organization") certify the following:

"I hereby certify on behalf of (*Agency Name*) \_\_\_\_\_

that all New Jersey Employees Charitable Campaign funds and donations will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes and executive orders."

**Signature of Authorized Official (*required*)** \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_