



## 2021 UNAFFILIATED AGENCY APPLICATION INSTRUCTIONS

**APPLICATION DEADLINE IS MONDAY, MARCH 1, 2021.** Applications will be accepted electronically or by mail with all supporting documents **FEBRUARY 1 2021 - MARCH 1, 2021 (ONLY)**. Applications submitted prior to February 1, 2021 will not be reviewed or accepted. If mailed, must be postmarked by, or prior to March 1, 2021. There will be no extensions or exceptions.

### **Applications sent electronically:**

Please complete the "Unaffiliated Agency" electronic form, which can be accessed at:  
<https://njecc.net/charity-applications>.

### **Applications sent by mail – Please complete this application and mail to:**

- Overnight mail address (preferred): NJECC, 2308 Schubert Lane, Middletown, DE 19709
- Alternative mail address: NJECC, PO Box 566, 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.**

### **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. **NEW THIS YEAR:**

**Attachment G:** you will be required to provide a screenshot with the date certifying you are in compliance with NJ Division of Consumer Affairs/Charities Registration Division between 2/1/2021 – 3/1/2021. **Applications will not be accepted or reviewed prior to 2/1/2021.** 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 the NJ Department of 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 2021 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. Charity 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 2018 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 2019: \$

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

Total Amount of funds raised for FYE 2020: (if 2020 is unavailable, submit 2018): \$

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. If you cannot release personal addresses, please include a statement explaining why you cannot include and provide the charity address as the main contact.**

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

Complete and sign the official certification that the Agency is in compliance with the USA PATRIOT ACT as well as other counterterrorism laws. THIS FORM CAN BE FOUND AT THE END OF THIS APPLICATION PACKAGE.

### **Attachment C 25-Word Description (required) and Amended Articles of Incorporation Name Change/DBA Official Documentation (if applicable)**

If you are mailing your application, please include your 25-word description attachment, using the "NJ ECC Unaffiliated Spreadsheet Template". The Amended Articles of Incorporation Name Change/Amendment Page must be submitted if there is a name change/DBA. 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 NJ Charities Registration Form; CRI-200, CRI-150I or CRI-300R **(Two years if you are a NEW applicant) Receipt of Filing will not be accepted, must be completed CRI form.**

### **Attachment E IRS Form 990**

Most recent IRS Form 990 **signature page (signed), revenue page, and expense page. (Do not send entire Form 990).** Information prior to 2018 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 (most recent 2 years if first time applicant)**

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)

### **Attachment G Charities Registration Screenshot Certification**

Include a screen shot (with date) from the Charities Registration website showing your charity is in compliance (**capture date must be 2/1/2021 – 3/1/2021**). Step by step instructions can be found at the end of this application package or by visiting <https://njecc.net/charity-applications>. For assistance, email [charitiesportalsupport@dca.lps.state.nj.us](mailto:charitiesportalsupport@dca.lps.state.nj.us).

## **SIGNATURE**

The NJ Employees Charitable Campaign requires that all organizations applying for admission certify compliance with the requirements as outlined within the 2021 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:**

### **Electronically:**

Please complete the “Unaffiliated Agency” electronic form, which can be accessed at:  
<https://njecc.net/charity-applications>.

### **Overnight Mail (preferred address):**

New Jersey Employees Charitable Campaign  
2308 Schubert Lane  
Middletown, DE 19709

### **Alternative Mail Address:**

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

**The deadline for receipt of applications is Monday, March 1, 2021  
Applications must be postmarked no later than Monday, March 1, 2021**

**IF MAILING, DO NOT SUBMIT DOUBLE SIDED COPIES**

**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

# UNAFFILIATED AGENCY APPLICATION 2021 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 (03/01/2021). 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 2018 WILL NOT BE ACCEPTED.**

Total Amount of funds raised FYE 2019 \$ \_\_\_\_\_

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

Total Amount of funds raised FYE: 2020 (if 2020 is unavailable, submit 2018) \$ \_\_\_\_\_

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 (**Provided at end of the application**)
- ☐ **Attachment C** 25-Word Description (**required**) and Amended Articles of Incorporation Name Change/DBA Official Documentation (if applicable)
- ☐ **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 \_\_\_\_\_



## INSTRUCTIONS FOR ATTACHMENT G -- (NEW THIS YEAR)

### 1. Go to the following URL (Charities Registration)

<https://njconsumeraffairs.state.nj.us/public-charity-search-results/>

## Search For A Charity

#### File Standing Definitions

**Compliant** – the organization has met all of the registration requirements of the CRI Act.

**Non-Compliant** – the organization has not met all of the registration requirements of the CRI Act for one or more fiscal years.

**Exempt** – the organization meets one of the definitions of an organization which is exempt from the charity registration requirements of the CRI Act (N.J.S.A. 45:17A-26).

**Retired** – The organization was registered as a charity in NJ in the past, but requested file closure and is no longer registered as a charity in NJ. Reasons for file closure may include: the organization is exempt from the registration requirements of the CRI Act because its annual gross public contributions are less than \$10,000, the organization no longer solicits in New Jersey or the organization is no longer operating (has been dissolved).

**Revoked** – the organization's charity registration was taken by the State after an enforcement action and is no longer permitted to act as a charity in the State of New Jersey.

**Denied** – the organization's initial registration was denied by the Division of Consumer Affairs at the time the application was made.



NJ Reg. #	Federal EIN	Charity Name ↑	File Standing	Address	City	State	Zip	Phone
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### 2. Enter Charity Name in the box and hit 'Search'

## Search For A Charity

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**Denied** – the organization's initial registration was denied by the Division of Consumer Affairs at the time the application was made.



NJ Reg. #	Federal EIN	Charity Name ↑	File Standing	Address	City	State	Zip	Phone
CH1217300	223469143	10000 MENTORS	Retired	33 WASHINGTON ST	NEWARK	NJ	07102	973-242-1142

### 3. Go to FILE/PRINT on your computer and print the screen to a PDF on your desktop or print the charity record to paper and scan. On the print screen, make sure 'headers and footers' are checked, if it is not, the DATE will not print on the page.

Make sure the date shows on the scanned page (example below).

[NJ DCA Charities Portal Home \(/\)](#)

## Search For A Charity

### File Standing Definitions

**Compliant** – the organization has met all of the registration requirements of the CRI Act.

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**Denied** – the organization's initial registration was denied by the Division of Consumer Affairs at the time the application was made.

10000 MENTORS



NJ Reg. #	Federal EIN	Charity Name ↑	File Standing	Address	City	State	Zip	Phone	
CH1217300	223469143	10000 MENTORS	Retired	33 WASHINGTON ST	NEWARK	NJ	07102	973-242- 1142	

### Division

Division Home ([www.njconsumeraffairs.gov/Pages/default.aspx](http://www.njconsumeraffairs.gov/Pages/default.aspx))

Consumer Protection

Licensing Boards

File a Complaint

Adoptions & Rule

Proposals

### Department

OAG Home

Contact OAG

4. Print out 1 record for each of your affiliated charities.

5. Scan all the charity records into (1) PDF.

If you require assistance at Charities Registration, please email  
[charitiesportalsupport@dca.lps.state.nj.us](mailto:charitiesportalsupport@dca.lps.state.nj.us).