

PARTICIPATING AGENCY
2009 COMBINED MUNICIPAL CAMPAIGN

REQUEST FOR APPLICATIONS
(Federations Only)

The Combined Municipal Campaign is the vehicle by which the City provides to its employees an effective, convenient and dependable procedure for making voluntary monetary contributions to qualified not-for-profit charitable organizations.

The City of New York is preparing for its 2009 **Combined Municipal Campaign**. Each year applications are solicited for Participating Agencies to join the Combined Municipal Campaign.

For a **federation** to be eligible as a Participating Agency in the Combined Municipal Campaign, it must be a charitable, nonprofit federated community campaign as defined in Section 93-b of the New York General Municipal Law and meet and maintain the following requirements:

- 1) It must be authorized to do business in New York, and organized to render voluntary charitable services for human health and welfare or recreation.
- 2) It shall be and remain registered with the Attorney General of the State of New York; in compliance with the requirements and provisions of Article 7-A of the New York Executive Law; and a tax exempt organization under the terms of Section 501(c)(3) of the U.S. Internal Revenue Code.
- 3) It shall operate without discrimination in regard to all persons served by the campaign and comply with all requirements of law and regulations respecting nondiscrimination and equal employment opportunity with respect to its officers, staff, employees and volunteers.
- 4) As its principal purpose, function and activity, it shall carry out a **bona fide** program of charitable services in support and advancement of the health, welfare or recreation of a substantial number of persons in need of such services.
- 5) It must submit a listing of names, addresses, and titles of office held by board members and a copy of the bylaws which define the duties and functions of the governing board and officers.
- 6) It must have its books audited in a full audit by a certified public accountant within two years of the last date of acceptance of applications for participation in the Combined Municipal Campaign.
- 7) It must a) submit a statement of fund-raising and administrative expenses, including payroll, overhead and advertising costs expressed as a percentage of the total support and revenue it received within the preceding year. A detailed explanation must be submitted with the application for organizations where fund-raising and administrative costs exceed 40 percent of total income; and, if applicable, b) submit a statement of how designated contributions made through the Combined Municipal Campaign were used in the prior fiscal year.
- 8) It must a) submit a copy of the latest agreement between the federation and each constituent charitable nonprofit organization; and b) submit a statement of its criteria for membership. If the criteria for membership is less stringent than the criteria for participation in the Combined Municipal Campaign, it must list the members that do not meet the criteria for participation in the Combined Municipal Campaign. Upon receipt of this application the Coordinating Agency for the Combined Municipal Campaign may request documentation to verify the eligibility of specific member agencies that are included in the federation application within ten business days.

All applications for participation in the Combined Municipal Campaign must be submitted no later than **September 14, 2009** to:

NEW YORK CITY
DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
OFFICE OF SPECIAL PROGRAMS
1 CENTRE STREET, ROOM 2130 SOUTH
NEW YORK, NY 10007

CITY OF NEW YORK
COMBINED MUNICIPAL CAMPAIGN
APPLICATION FOR PARTICIPATING AGENCIES
(Federations Only)

(This is an application for federations to participate in the Combined Municipal Campaign.)

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1. Full legal name of organization: _____
 2. Address of principal place of business: _____
Telephone number: (_____) _____
 3. Contact person: _____
Title: _____
Telephone number:(_____) _____
 4. Date and place of incorporation: _____
Month fiscal year begins: _____
First year of operation: _____
 5. Please provide registration number on file with the Attorney General of the State of New York: _____
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PLEASE PROVIDE THE INFORMATION REQUESTED IN APPENDICES A, B, C, D AND E AND IN ADDITION SUBMIT THE FOLLOWING DOCUMENTS WITH YOUR COMPLETED APPLICATION NO LATER THAN SEPTEMBER 14, 2009 TO:

**NEW YORK CITY
DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
OFFICE OF SPECIAL PROGRAMS
1 CENTRE STREET, ROOM 2130 SOUTH
NEW YORK, NEW YORK 10007**

PLEASE PROVIDE:

1. Copy of Certificate of Exemption [Form 501(c)(3)] from the payment of Federal Income Tax.
2. Financial statements for your last two fiscal years of operation, showing contributions and other revenues received, administrative, fund-raising and overhead expenses, cost of operations, other significant financial data; and a specification of the extent to which your operations have been carried out by volunteers' services. A detailed explanation must be submitted with the application for organizations where fund-raising and administrative costs exceed 40 percent of total income.
3. Copies of certificate of incorporation, charter and bylaws.
4. A copy of the latest external audit by a certified public accountant. (The audit must have been conducted within the last two years.)
5. A listing, by corporate or registered business name, address, and name of the authorized principal representative, of each constituent charitable, nonprofit organization included in your organization. The applicant shall, in addition, certify that it has examined and established compliance by all of its constituent organizations with the conditions and requirements of eligibility specified in Section four of the "Rules and Regulations Governing Municipal Employees' Charitable Contributions," and shall provide a copy of the latest agreement between the applicant and each constituent charitable nonprofit organization included in the organization.
6. Copies of the Certificate of Exemption [Form 501(c)(3)] from the payment of Federal Income Tax and the registration number on file with the Attorney General of the State of New York for each constituent charitable nonprofit organization included in the organization.
7. A statement of the federation's criteria for membership. If the criteria for membership is less stringent than the criteria for participation in the Combined Municipal Campaign, a list of the members that do not meet the criteria for participation in the Combined Municipal Campaign must be provided.

The _____ hereby certifies
Name of Agency

- a) that it shall operate without discrimination in regard to all persons served by the campaign and comply with all requirements of law and regulations respecting nondiscrimination and equal employment opportunity with respect to its officers, staff, employees and volunteers.
- b) that it conforms to the "Rules and Regulations Governing Municipal Employees' Charitable Contributions."
- c) that we understand that providing required information is a condition for participation.
- d) that we will acknowledge each donation that is contributed through the Combined Municipal Campaign as requested.
- e) that it shall be and remain registered with the Attorney General of the State of New York; in compliance with the requirements and provisions of Article 7-A of the New York Executive Law; and a tax exempt organization under the terms of Section 501(c)(3) of the U.S. Internal Revenue Code.

I HEREBY CERTIFY THAT ALL OF THE ABOVE INFORMATION IS CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Authorized Signature

Date

Title

Please send completed application to:

**NEW YORK CITY
DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
OFFICE OF SPECIAL PROGRAMS
1 CENTRE STREET, ROOM 2130 SOUTH
NEW YORK, NEW YORK 10007**

Questions regarding the application or the Combined Municipal Campaign should be forwarded to the above address. Information is also available by calling (212) 669-3290.

All applications must be received by **September 14, 2009**.

APPENDIX A

Please provide a concise description of your organization's structure, origin, and history of activities in New York City.

APPENDIX B

Please provide names, titles, and addresses of directors, principals, and executive officers.

APPENDIX C

Please provide a list of names and addresses of the governing board. Please include a copy of the board roster (list should identify the titles of office held by board members and their addresses), and the bylaws which define the duties and functions of the governing board and officers (an explanation must be submitted if governing boards have fewer than three meetings per year).

APPENDIX D

Is your organization presently under investigation by the Office of the Attorney General of the State of New York or any other law enforcement or investigative body? If so, please elaborate.

APPENDIX E

Please provide a list of up to three categories, in priority order, which most closely identify the type of mission, services, and activities your federation provides. Please have each of your member organizations do the same. The corresponding letters will be included in the Combined Municipal Campaign's organization listing to assist donors in identifying participating organizations by type of service provided. Categories are based on the National Taxonomy of Exempt Entities (NTEE) classification system developed by the National Center for Charitable Statistics. The 26 categories are:

- Animal Related (D)
- Arts, Culture, and Humanities (A)
- Civil Rights, Legal Issues, Social Action, Advocacy (R)
- Community Improvement, Capacity Building (S)
- Disease, Disorders, Medicinal Disciplines (G)
- Education (B)
- Employment, Job Related (J)
- Environmental Conservation, Protection & Beautification (C)
- Family Services (V)
- Food, Agriculture, and Nutrition (K)
- Health and Wellness (E)
- Housing, Shelter (L)
- Human Rights Services (P)
- International Issues (Foreign Affairs and National Security) (Q)
- Medical Research (H)
- Mental Health, Crisis Intervention (F)
- Mutual/Membership Benefit Orgs, Other (Y)
- Non Medical Research Institutions and Services (Science, Technology and Social Science) (U)
- Other (Z)
- Philanthropy, Voluntarism & Foundations (T)
- Public, Social Benefit: Multipurpose, Other (W)
- Public Safety, Crime, Disaster Preparedness & Relief (M)
- Recreation, Sports, Leisure, Athletics (N)
- Religion Related, Spiritual Development (X)
- Youth Development (O)
- Veterans' Causes (I)