



State Employee Charitable Campaign 2019 Local Application Instructions

Please review the following State Employee Charitable Campaign (SECC) instructions thoroughly before completing the SECC application.

The application deadline for a local charitable organization or federation in the Galveston SECC region is: Friday, March 22, 2019.

All application documentation must be received in the Local Campaign Manager's office, 2200 Market St. #850, Galveston, TX, by 12 PM (noon) CST on this date. Before submitting your application, please check to ensure that all required information is included and accurate. Not providing accurate and complete documentation may result in a denial.

Submit applications to:
United Way of Galveston
2200 Market St. #850
Galveston, TX 77550

Please contact Jennifer Jameson at United Way of Galveston with any questions: (409) 762-4357 or jjameson@uwgalv.org.

Please keep the following in mind when submitting applications:

- **2019 is a full application year, meaning that all charity federations and charity federation affiliate organizations must submit all application documentation.** There will be no re-certifications available until the next application cycle in 2020.
- Applications must be submitted in **an electronic format (Flash drive or CD) AND hard copy (paper)**
 - **Electronic format (Flash drive or CD)**, attachments must be organized as follows:
 - One e-folder for the federation and one for each charitable organization, including all respective attachments;
 - E-folders must be alphabetized with the Federation appearing first (use a special symbol if needed to ensure the Federation is listed first);
 - Attachments in each e-folder must be labeled "Attachment A - Texas Certificate of Authority or Articles of Incorporation", etc.
 - **Hard copy format, please organize as follows:**
 - **Submit federation application and all charitable federation member applications in a 3 ring binder(s);**
 - Please include dividers, separating each individual charity application;
 - Organize by alphabetical order.
- Faxed or emailed documentation will NOT be accepted.
- **If submitting application through the mail, using "trackable" means of delivery (Certified USPS mail, UPS, etc.) is encouraged. It is the responsibility of the applicant to confirm receipt of the Application.**

- An electronic copy of the application form and these instructions may be found on www.secctexas.org or by contacting United Way of Galveston

INSTRUCTIONS FOR COMPLETION

Charities may apply for admission as a local independent charity, local federation, or as a member charity of a federation.

A local charitable organization is defined as a charitable organization that: (A) provides direct or indirect health and human services; and (B) is accessible to state employees in the local campaign area by maintaining: (i) a publicly identified office with a professional or volunteer staff within the local campaign area that is open at least 20 hours a week during normal working hours; and (ii) a locally listed telephone number.

Local independent charities and local organizations that are applying as a federation may apply directly to their respective [local campaign manager](#). The [SECC map](#) will help to identify your local campaign area. Please refer to your respective local campaign manager for the application deadline.

All charities must complete an application to be considered for admission.

NOTE FOR LOCAL FEDERATIONS:

All local federations applying for admission to the State Employee Charitable Campaign must submit an application for the federation itself, and collect & submit appropriate application information and documentation from all charities that are applying as members of the federation.

GENERAL APPLICATION DETAILS

PART A – Required Information For All Applicants

Legal Name of Organization: The name of the applicant charity as filed with the Texas Secretary of State.

Other Name: The DBA or program name as it should be listed for SECC. If left blank the charity will be listed under the legal name. Legal documentation should be available listing the DBA or program name.

Physical Mailing Address: List the physical mailing address for the charitable organization.

Contact Person: List the primary contact person for communication related to SECC.

Website: List the complete internet address to be used for SECC campaign materials.

Tax ID Number: Provide the TAX ID/Employer Identification Number as provided by the Internal Revenue Service.

Fundraising & Administrative Costs (FRA): The FRA is the total support and revenue that an organization allocates to fundraising and administrative expenses. The FRA is calculated using your most recent IRS Form 990. A 990-EZ is not acceptable however a 990 Pro Forma document may be completed and used for calculation. Use the calculation method noted on the application. FRA percentage must be carried out 2 decimal places.

Description of services: Describe, in 25 words or less, applicant organization's program(s). This description will be printed in the donor brochure. For purposes of the 25-word description, each part of a hyphenated term will count as a separate word. Applications and materials that contain a description of more than 25 words will be denied approval by the SPC. (See 34 TAC § 331.3).

Area of Service: Check the appropriate service areas. Definitions regarding local and statewide charitable organizations are listed above. Provide the direct or indirect health and human services that demonstrably benefit residents of two or more noncontiguous standard metropolitan statistical areas of this state, Tex. Gov't Code Ann. Section 659.150(a) and Section 659.131(7), (8), and (21)(A).

List the counties served in the state of Texas.

PART B – Required Attachments For All Applicants

Attachment A: Texas Certificate of Authority or Articles of Incorporation

Submit a letter indicating that applicant organization is organized for charitable purposes under the Texas Non-Profit Corporation Law, as covered by applicable sections of Texas Business Organizations Code, Chs. 1, 20, and 22, and Title I or the certificate of authority issued under that law. Tex. Gov't Code Ann. Section 659.131(2)(A).

Attachment B: 501c3 Letter

Submit a copy of the Internal Revenue Service (IRS) determination letter indicating that applicant organization or affiliate is exempt from taxation under Section 501(a) of the United States Internal Revenue Code as an organization described in Section 501(c)(3) of that Code and to which contributions are deductible for income tax purposes under Section 170 of that Code. Tex. Gov't Code Ann. Section 659.131(2)(B).

Attachment C: IRS Form 990

Submit a signed copy of the IRS Form 990. Since private foundations are not eligible for participation in the SECC, Tex. Gov't Code Ann. Section 659.131(2)(E), the Form 990 PF is not acceptable. If the Form 990 EZ is filed, please fill out the pro forma pages of the standard Form 990 and attach them to the filed form. Tex. Gov't Code Ann. Section 659.146(a)(2)(A). (See 34 TAC § 329.1). The IRS Form 990 and audit or accountant's review must cover the same fiscal year. The IRS Form 990 must be no older than 18 months (dated June 30, 2017 or later).

Attachment D: CPA Audit or Review

If applicant organization's or affiliate's annual budget does not exceed \$250,000, attach an accountant's review offering full and open disclosure of the organization's internal operations, Tex. Gov't Code Ann. Section 659.146(a)(2)(A). If applicant organization's or affiliate's annual budget exceeds \$250,000, attach an independent audit of applicant organization completed by a certified public accountant in the immediately preceding year and conducted in accordance with generally accepted auditing standards (GAAS) of the American Institute of Certified Public Accountants, Tex. Gov't Code Ann. Section 659.146(a)(2)(B). The audit or accountant's review must cover the same fiscal year as the IRS Form 990.

Important Instruction Regarding Attachments C & D (IRS Form 990 and CPA Audit or Review)

If the revenue or expenses on the audit or accountant's review differ from those appearing in IRS Form 990, a reconciliation must be included in IRS Form 990 itself or be explained in a letter of reconciliation signed by the Executive Director and enclosed with the application. Should the accompanying reconciliation letter not clarify the differences to the satisfaction of the committee, the committee may require additional explanation from the applicant organization.

The Local Employee Committee or State Policy Committee may also require additional explanation to be submitted in the form of a reconciliation letter signed by:

- (1) the auditor or firm that conducted the audit;
- (2) the accountant or firm that conducted the accountant's review; or
- (3) the accountant or firm who prepared IRS Form 990.

34 TAC § 330.1(c)(d)

Attachment E: Fiscal Agent letter (ONLY APPLIES TO CHARITIES APPLYING UNDER A FEDERATION)

Submit a letter from each affiliate of the federation or fund certifying that the federation or fund serves as the affiliate's representative and fiscal agent in the state employee charitable campaign. 34 Tex. Admin. Code Section 5.48(h)(2)(B) (Tex. Compt. of Public Accounts).

PART C - Additional Required Attachments for Local Federations Only (Not For Charities applying Under a Federation Or For Unaffiliated Charities)

Attachment F: Board of Directors Letter

Attach a letter from the presiding officer of applicant organization's board of directors, certifying compliance by the federation or fund and its affiliated agencies with the governing statute. 34 Tex. Admin. Code Section 5.48(h)(2)(A) (Tex. Compt. of Public Accounts).

Attachment G: Conflict of Interest Policy

Attach a copy of the conflict of interest policy approved by the federation or fund's board of directors, which prohibits its board members, executive director, and staff from engaging in business transactions in which they have material conflicting interests. 34 Tex. Admin. Code Section 5.48(h)(2)(C) (Tex. Compt. of Public Accounts).

Attachment H: Compensation Disclosure (if applicable)

If the executive director of the federation or fund receives material compensation for services rendered to any organization other than the federation or fund, a full disclosure of: (i) the name of the organization, (ii) the nature and amount of the compensation, and (iii) the relationship of the organization to the federation or fund. 34 Tex. Admin. Code Section 5.48(h)(2)(D) (Tex. Compt. of Public Accounts).

Attachment I: Operating Budget

Attach a copy of the federation or fund's current operating budget, signed by the presiding officer of the federation or fund's board of directors. 34 Tex. Admin. Code Section 5.48(h)(2)(E) (Tex. Compt. of Public Accounts).

Attachment J: Appeal Acknowledgement

Attach an acknowledgment that the federation or fund is responsible for filing any appeals from its affiliated agencies that have not secured approval for statewide or local participation in the state employee charitable campaign. 34 Tex. Admin. Code Section 5.48(h)(2)(F) (Tex. Compt. of Public Accounts).