

City of Minneapolis

2008 Charitable Campaign Application

Name of Organization: _____

Mailing Address: _____

City: _____ State _____ Zip code _____

Website: _____

Primary Contact Person: _____

Phone: _____ E-mail: _____

Mission of the Federation:

Percent of total contributions received last year distributed to affiliated agencies, programs and institutions: _____

This percentage is computed from the IRS Form 990 by adding the amount reported as "management and general" (line 14) to "fundraising" (line 15) and dividing the resulting total by "total revenue" (line 12).

Number of Affiliated Agencies: _____

Does the Federation allow contributors to specify donations to particular agencies or programs? If so, under what circumstances or limitations?

Required Attachments:

1. Completed and signed affidavit (hard copy)
2. Either
 - a. written documentation from the State of Minnesota indicating that the federation qualifies as a registered combined charitable organization (RCCO) in accordance with MS 43A.50 (formerly MS 309.501) for the current year or
 - b. documentation from the Charities Review Council that the federation has been reviewed and meets their standards.
3. A copy of the federation's latest letter from the State of Minnesota Attorney General's office confirming its registration to solicit funds in the State of Minnesota pursuant to the Minnesota Statutes, Chapter 309, Social and Charitable Organizations. (hard copy)
4. Provide a brief summary (half a page or less) of how the Federation benefits City of Minneapolis residents, employees and / or staff, directly or indirectly. (electronic)
5. List of constituent agencies, including addresses, phone numbers, and chief executive officers. (electronic).

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Affidavit of Compliance

The officials signing below hereby assure the City of Minneapolis that:

1. The federation and its constituent agencies are exempt from taxation under Section 501(c)(3) of the Internal Revenue Code and to which contributions are tax deductible under Section 170 of the Internal Revenue Code. The federation shall maintain on file copies of letters confirming this status for each constituent agency and shall provide them upon request.
2. The federation represents at least ten separate agencies.
3. The federation and each of its constituent agencies has a responsible, volunteer governing body that holds at least two meetings a year with a majority of board members in attendance.
4. The federation and each its constituent agencies have the permission of its Board of Directors for the use of its name and participation in the fund drive.
5. The federation and each its constituent agencies are in compliance with State and Federal laws governing charities.
6. The federation and each its constituent agencies shall not discriminate with respect to those classes of people protected by law.
7. The federation and each its constituent agencies shall make available to the general public, on request, copies of its annual report, if any, and its most recent financial statement. The federation accounts for its funds in accordance with generally accepted accounting principles (GAAP).
8. The federation shall use ethical methods of promotion, publicity, and solicitation. Solicitations, publicity, and informational materials shall be accurate and not misleading and shall include a clear description of the programs and activities for which funds are sought.
9. The federation has used, and shall continue to use, the funds contributed by city personnel for its announced purposes.
10. The federation expends no more than 30 percent of total contributions received in the organization's accounting year last reported for management and general costs and fund-raising costs.
11. The federation distributed at least 70 percent of total contributions received in the organization's accounting year last reported to affiliated agencies, programs, and designated agencies.
12. The federation agrees to use the information provided by the city (employee names, addresses, and phone numbers) only for the designated purpose. Any further use of private data is prohibited. City employee and coordinator information will not be used to solicit support for any particular federation or agency.

Name of Organization: _____

Signature of Chief Executive Officer: _____

Printed Name and Title: _____ Date: _____

Signature of Chair of Board of Directors: _____

Printed Name and Title: _____ Date: _____