



IMPORTANT INFORMATION FOR PROCESSING CVC CHARITY APPLICATIONS

How to apply to be a CVC member charity – A Checklist

- Make sure you are a 501C3 charity. This is issued through the IRS.
- Make sure you are registered with the Va. Department of Agriculture and Consumer Services- VDACS (Charitable Solicitation forms can be located at: <http://www.vdacs.virginia.gov/allforms.shtml>)
- Beginning February 1 of each year, returning charities will receive an access code/PIN for the website. It is needed to enter your application on-line between March 1 and April 30. If you have not received a code by February 15, please email the campaign at CVCStaff@dhrm.virginia.gov
- Have a copy of your most recent (less than 18 months old, preferably current year) IRS form 990
- You will need to enter a few numbers into the application. Applications are only accepted in an electronic format between March 1 and April 30.
- Each charity must complete an Electronic Business Agreement, sign it, and mail the original to: CVC, 101 N. 14th Street – 12th Floor, Richmond, Virginia. This is only required one time unless your 501C3 code or VDACS code changes.

Assuming there are no issues with any of the above, you will become part of the campaign. Your operating expenses must be 25.01% or less to remain in the campaign year after year and you need to fill out a new application each year.

If you are a returning charity, you must have received at least \$500 in designations in the previous year's campaign to remain in the next year's campaign. Some charities are also affiliated with a federation of charities (a United Way, Global Impact, or others). Charities need to work with their federations to determine if it is beneficial to your charity to apply with the CVC independently, to file through their federation, but **NOT both**.

All charities that complete applications by April 30th will be notified by mail of their acceptance or reason for rejection by May 15th. Appeals may be made through May 31st. Let us know if you have any questions along the way. Visit our website at www.cvc.vipnet.org Commonwealth of Virginia Campaign