

2010 COMBINED FEDERAL CAMPAIGN APPLICATION CHECKLIST

The elements of the 2010 CFC Application are listed below. Please use this list as you assemble your application.

- Completed application form:** Paper document (pages 1-5) with original signature on page 5. Failure to mark a box for each certification will result in the denial of the application. Must be submitted in hard copy.
- Attachment A:** Supporting statements and/or documentation of substantial presence in calendar year 2009 (see Certification 1).
- Attachment B:** IRS determination letter (see Certification 2)
- Attachment C:** Audited financial statements (if total revenues are \$250,000 or greater) (See Certification 5)
- Attachment D:** IRS Form 990 (See Certification 6)
- Attachment E:** 25 Word Statement (See Certification 13). Template to use can be found on our website.

HOW AND WHERE TO SEND DOCUMENTS:

1. The completed application must be submitted as hard copy with original signature to the federation office. Faxed and emailed copies of this document are not acceptable.
2. Attachment A **must** be received as electronic documents; this will make it easier for our staff to help you if revisions are recommended.
3. Attachments B-E to the application may be sent in whatever format is most convenient to you, including mail, express delivery, email attachments including PDF, or fax, but we strongly encourage electronic submissions.

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| MAIL DOCUMENTS TO: Admissions Office Partners for a Better World 10 Chestnut Street Salem, MA 01970 | FAX DOCUMENTS TO: 978-236-7272 |
| EMAIL DOCUMENTS TO: admissions@partnersforabetterworld.org | |