



2023 VtSHARES Campaign: New Nonprofit Application Vermont State Employees Workplace Giving Campaign

Nonprofit Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Title: _____

Phone: _____ Email: _____

Check the Umbrella who serves your organization's headquarters location:

✓	United Way	Counties Served
	United Way of Addison County	Addison
	United Way of Lamoille County	Lamoille
	United Way of Northwest Vermont	Chittenden, Franklin, and Grand Isle
	United Way of Rutland County	Rutland
	United Way of Windham County	Windham
	Green Mountain United Way	Bennington, Caledonia, Essex, Orange, Orleans, Washington, and Windsor

ADDITIONAL APPLICATION REQUIREMENTS:

Failure to provide requested documents will result in a denial.

- **Attachment A:** A copy of your organization's most recent 501(c)(3) IRS Tax Exempt Determination Letter.
- **Attachment B:** [Certificate of Good Standing](#) from the Vermont Secretary of State's Office showing authority to conduct business in Vermont.
- **Attachment C:** Anti-Terrorism Letter (a copy of this form is attached to this application to be filled out by each new nonprofit application)
- **Nonprofit Form (Google Form):** This information is for the VtSHARES nonprofit directory. Use the Google Form for the Umbrella under which you are applying to describe your nonprofit, linked to in the instructions letter accompanying this application. This form includes the option to share a story about your work. All of the data collected on this form, including the optional story, are public-facing.
- **Optional photo:** Nonprofit applicants are invited to attach a photo (size limit 2MB) that showcases your work. This photo and the optional story provided in the Google form may be used for campaign outreach purposes, including newsletters, flyers, social media posts, website content, and more. Please be sure you have photo release forms for anyone pictured and please do not include the faces of minors, unless specifically given permission by their parent or legal guardian.



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ELIGIBILITY CRITERIA & APPLICATION INSTRUCTIONS

Please initial each line to indicate you have read, understand and comply with each criteria:

- _____ The Nonprofit is recognized by the Internal Revenue Service as tax exempt under 26 U.S.C. 501 (c) (3) and has been tax exempt for two full years as of September 1 of this year's campaign.
- _____ VT Umbrella Organizations and Nonprofits shall account for their funds using Generally Accepted Accounting Principles (GAAP) established by the American Institute of Certified Public Accountants.
- _____ The Nonprofit can affirm it has a physical presence in the State of Vermont and that it is registered with the Vermont Secretary of State's Office to conduct business in Vermont.
- _____ As described in the Nonprofit's Bylaws, the Nonprofit is governed by an active and responsible body that meets at least twice a year to review and approve the Nonprofit's annual financials and budget, and whose members serve without compensation and have no material conflict of interest.
- _____ The Nonprofit can affirm that its fundraising practices protect against unauthorized use of its contributor lists, or sale thereof; prohibit intentional solicitation of State employees during the campaign period; and permit no payment of commissions, finders' fees, percentages, bonuses, or similar practices in connection with fundraising activities.
- _____ The Nonprofit can affirm that its publicity and promotional activities are based upon actual programs, and operations are truthful and non-deceptive, include all material facts, and make no exaggerated or misleading claims.
- _____ The Nonprofit can affirm that the funds contributed are effectively used for services to Vermonters for the announced purposes of the organization.
- _____ The Nonprofit can make available to the general public and VtSHARES Committee an annual report or complete financial statement, not percentages, to include total assets, liabilities and equity, income and expenses, and a full description of the Nonprofit's activities and supporting services, and which identifies its Board of Directors and Chief Administrative personnel.
- _____ The Nonprofit is established as a "permanent" Nonprofit, i.e., one whose mission is not limited by the termination of a project or campaign. It must carry out fundraising activities among the general public and not be formed solely to solicit Vermont State employees.
- _____ Complies with all state and federal laws.
- _____ Each application must be signed by the applicant organization's Executive Director, Chair, or Executive Officer.



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AFFIRMATION (please READ, and then check each box)

- I, the undersigned, do affirm that I have undertaken the necessary due diligence to certify and verify that this organization meets all the eligibility criteria listed above.
- I, the undersigned, hereby submit supporting documentation for the criteria listed above for purposes of verification and affirm that all materials and information provided are true and accurate under the pains and penalties of perjury.

Signature of Executive Director, Chair, or Executive Officer

Signature: _____

Print Name: _____

Title: _____ **Date:** _____

The VtSHARES Campaign Committee reserves the right to request additional information.