



How to apply to be a CVC member charity

1. You must be a 501(C)(3) or 501(c)(4) charity. This status is only issued through the IRS-
www.irs.gov

2. You must be registered with the Virginia Department of Agriculture and Consumer Services-
VDACS. Charitable Solicitation forms can be located here:
<http://www.vdacs.virginia.gov/allforms.shtml>

3. Beginning on March 1st of each year, the online application will open on the CVC web site
(<http://www.cvc.virginia.gov>) for charities to apply for the campaign. In previous years,
returning charities received an email from us with their CVC code and pin # to use in the
application. Beginning in 2014, we have updated our system, which now automatically assigns
a pin # when you begin the application. If you are a returning charity, you can enter your same
CVC code from last year. If you are a new charity, click 'New Charity' to have a CVC code
assigned to you, as well as a pin #. Make sure to write your pin # and CVC code down and file it
since the system is now automated, we won't have access to the pin # it generated for you.

**>>>Note: If you are a charity that is part of a federation such as a United Way,
EarthShare, or Community Health Charities (among others), you must contact your
federation liaison to establish the steps necessary to ensure your application is
processed for you.**

4. Beginning in 2014, we are going to five-digit CVC codes instead of four-digit codes, in order to
expand the number of CVC codes. Your previous 3 or 4 digit code will become 5 digits, with 2
or 1 zeroes (respectively) to the left of your old number. That is, if your old code was 401, it will
now be 00401. If your old code was 3040, it will not be 03040. This will keep you from having
to reprint literature with your new CVC code number.

5. Your charity may also participate in the Combined Federal Campaign (CFC). Please note that
your application to the CVC is completely independent of your CFC application, and they do not
use the same membership number.

6. You will need a copy of your most recent (less than 18 months old, preferably current year)
IRS form I-990 or I-990EZ for reference. Do not mail these forms to the CVC office except upon
request.

7. You will need to enter a few numbers into the application. Applications are only accepted in an electronic format annually, from March 1 through April 30.

>>>ALL CHARITIES AND FEDERATIONS MUST SUBMIT A CVC APPLICATION EVERY YEAR TO BE CONSIDERED FOR THE CVC CAMPAIGN. IF YOU HAVE A CERTIFICATE FROM VDACS THAT STATES YOU ARE EXEMPT FROM ANNUAL REGISTRATION, THIS ONLY APPLIES TO VDACS REGISTRATION AND NOT YOUR CVC APPLICATION.

8. Each NEW charity must complete an Electronic Business Agreement (EBA), sign it, and mail the signed original to: CVC, 101 N. 14th Street – 12th Floor, Richmond, Virginia 23219. This is only required one time unless your 501(C)(3) tax ID number or your CEO/CFO changes, and every ten years (years ending in zero).

>>>Note: Charities that are participating in the CVC as a member of a federation should not submit an EBA. Since information for CVC goes through your federation, the federation's EBA is sufficient.

9. Financial Eligibility Requirements include:

- a. Your operating expenses must be 25% or less to be eligible for the campaign.
- b. All charities receive CVC funds based on the designated gifts from state employees. Charities that are "NEW" (not in the campaign the previous year) must receive at least \$250 in designations in their first year to be eligible for the next year's campaign. Charities that are "RETURNING" to the campaign (in the campaign the previous year) must receive at least \$750 in designations to remain eligible for the next year's campaign.

10. Charities need to work with their federations to determine if it is most beneficial to your charity to apply with the CVC independently, or to file through their federation, but charities can NOT apply through both.

11. All charities that complete applications by April 30th will be notified by email or US mail of their acceptance into the campaign, or the reason for rejection by May 15th. There are no exemptions or appeals. Most communications to charities and federations are via email and charities are encouraged to provide an email address on their CVC application that is monitored on a regular basis.

Note: If you need assistance with the application process, please email the Commonwealth of Virginia Campaign office at: CVCStaff@dhrm.virginia.gov.