

SECC Application Final Review

Organization_____

Application Review Checklist

1. Does the organization operate for the purpose of rendering, or materially or financially supporting the rendering of, services to benefit the health and welfare of residents of the State of Delaware? **E.O. 2(b) and (l) (#1 and #7 on application)**
2. Has the organization certified that they've had an established physical presence in the State of Delaware for at least three years? **E.O. 2(c) (#8 and #18 on application)**
3. Did the organization submit a valid letter from the IRS designating them as a section 501(c)(3) organization and certifying they are eligible to receive tax deductible contributions? **E.O. 2(d) (#9 on application; Attachment A)**
4. Does the organization have a policy and demonstrate a practice of nondiscrimination on the basis of race, color, national origin, gender, age, sex, pregnancy, marital status, sexual orientation, gender identity or expression, religion, disability, status as a victim of domestic violence, sexual assault and/or stalking, family responsibility, or any other category protected by state and/or federal civil rights laws, applicable to staff employment, and to memberships on its governing board? **E.O 2(e) (#10 on application)**
5. Does the organization have a policy and demonstrate a practice of harassment prevention, including sexual harassment, sexual assault, bullying, and retaliation, applicable to staff employment, and to memberships on its governing board.? **E.O 2(f) (#11 on application)**

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6. Did the organization submit a copy of or link to their most recent annual report including a full description of the mission, target population, activities and objectives, achievements of the organization and the names of chief administrative personnel? If their annual budget is less than \$100,000, they are exempt from this requirement. **E.O. 2(g) (#13 on application; Attachment C)**
7. Are the organization's campaign and administrative costs less than 25% of total revenue? If no, did they submit an explanation and documentation that those expenses are reasonable? **E.O. 2(h) (#15 on application; Attachment E)**
8. Does the organization certify that that the publicity and promotional activities of the organization are based upon the actual program and operations of the entity and are truthful, non-deceptive and consumer oriented and certify that fund-raising practices assure protection against unauthorized use of contributors' list; no commissions, kickbacks, finder fees, percentages or bonuses for fund-raising; no mailing unsolicited tickets or commercial merchandise requesting money in return; and no general telephone solicitation? **E.O. 2(i) (#16 on application)**
9. Did the organization submit a list of their active and voluntary board of directors? Does it include local members or a local board? **E.O. 2(j) (#17 on application; Attachment F)**
10. Did the organization submit a copy of their most recently completed external audit? If their annual budget is less than \$100,000, they are exempt from this requirement. **E.O. 2(k) (#12 on application; Attachment B)**
11. Does the organization certify that it does NOT have:
 - partisan political and propaganda programs, or
 - programs which exist solely to advocate religious or ethical beliefs **E.O. 2(m) (#'s 19, 20, 21 on application)**
12. Did the organization submit a copy of their most recent form 990? The year of the submitted form 990 must match the year on the most recently completed external audit. **E.O. 2(g) (#14 on application; Attachment D)**

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Recommendation of Steering Committee

For Approval

For Denial

Steering Committee Member

Date

Notes/Reason for Denial: