



Georgia State Charitable Contributions Program (GASCCP) 2021-2022 Application Completion Instructions

This instruction guide is provided to aid independent, federation and member charities with the completion and submission processes for participation in the 2021-2022 Georgia State Charitable Contributions Program (GASCCP) campaign. The State of Georgia utilizes an online application process for GASCCP – paper applications will not be accepted. It is recommended that prior to starting your organization’s online application, thoroughly review this instruction guide to aid in the accuracy of your submission.

Additionally, this guide highlights each question contained in the application and provides important notices to ensure accurate completion from the start through the end of your application. Please be aware that you may be systematically unable to proceed with completing your application submission if you have not effectively answered and/or attached your required document(s).

The 2021-2022 application period will close out on **March 31, 2021 at 11:59 PM midnight**. In addition to completing and submitting your charitable organization’s application, the State Personnel Board of the state of Georgia will also be reviewing and approving the charitable organizations that qualify for participation. Below are the Georgia Codes relevant to the GASCCP:

- Official Code of Georgia Annotated (O.C.G.A): 45-20-50 through 56
- Exempt Corporations and Organizations: 48-7-25
- Registration of Charitable Organizations: 43-17-5
- Charitable Solicitations: 43-17-1

Should you have questions regarding the information contained in this instruction guide, or other GASCCP activities, email us at gasccp.support@doas.ga.gov.

Question #	Section	Requirements	Documents
1.	Name of your organization as it appears on your Georgia Secretary of State license.	Only enter your organization’s name as it appears on your license.	Not Applicable
2.	Your Georgia Secretary of State Professional license number with format starting with CH-	License number	Not applicable
3.	Georgia Secretary of State Professional license expiration date.	License must be active at time of completion and submission of the GASCCP application.	Not applicable



Question #	Section	Requirements	Documents
4.	Date your charitable organization obtained exemption from taxation by Georgia Code Section 48-7.25	Date must be on or before completion and submission of the GASCCP application	Not applicable
5.	Does your charitable organization have a 501(c)(3) tax exemption?	Yes or No	Not applicable
6.	Does your organization have a Tax Employer Identification Number (EIN)	Yes or No – if response is “no”, a reason must be provided.	Not applicable
7.	Is your charity a religious organization?	Yes or No	Not applicable
8.	If your charity is a religious organization, does it operate on a non-sectarian basis?	NOTE: If your religious organization operates on a “sectarian” basis, it does not qualify to participate in the GASCCP campaign.	Not applicable
9.	What was the result of the most recent GASCCP application that your organization submitted?	Select response	Not applicable
10.	Which is applicable to your 2021-2022 charitable application?	Select response	Not applicable
11.	For your 2020-2021 GASCCP application, what is your submission type?	Select response	Not applicable
12.	If submitting as a Federation or International Federation, how many GASCCP-qualified member charities does your organization have?	NOTE: Charitable organizations submitting as a federation with member charities, must have 5 or more member charities.	Not applicable

Question #	Section	Requirements	Documents
12 continued	If submitting as a Federation or International Federation with GASCCP-qualified member charities, upload your member charity spreadsheet here.	NOTE: A minimum of 5 member charities must be submitted. Information on member charities is required. Do not include charities with missing and/or “non-qualifying” charities. Only submit member charities that meet and are qualified by the same GASCCP application standards.	Use the attached MS Excel spreadsheet. Do not alter the fields, format or information.
13.	Specify the number of State of Georgia counties your organization serves.	Number of counties	Not applicable
13 continued	Upload your charity’s spreadsheet of the State of Georgia counties served, services provided by each county, and the number of clients served in each county.		Use the attached MS Excel spreadsheet. Do not alter the fields, format or information.
14.	Indicate the services provided by your charity. Check all the apply:	Select from list of services	Not applicable
15.	Enter your charity’s purpose as stated in its charter, constitution or bylaws.	Response entry should be a maximum of 250 characters.	Upload charity purpose statement PDF format only.
16.	What date did your organization establish its non-discrimination policy?	Specify date	Not applicable
16. continued	Upload your charity’s non-discrimination policy		Upload charity’s non-discrimination policy. PDF format only.
17.	Select the most recent form your organization filed with the IRS.	Select from list of forms	Not applicable

Question #	Section	Requirements	Documents
18.	Which of the following financial forms did your organization complete for your prior year expenses?	Select from list of forms	Not applicable
19.	Does your budget align with your organization's fiscal year?	Yes or No	Not applicable
19. continued	Enter your organization's budget and fiscal dates.	Enter dates in fields provided	Not applicable
20.	Organization's prior year management expenses, as recorded on IRS Form 990, 990EZ, and/or Supplemental Form O.	Enter	Not applicable
21.	Organization's prior year general expenses, as recorded on IRS Form 990, 990EZ, and/or Supplemental Form O.	Enter	Not applicable
22.	Organization's prior year total expenses, as recorded on IRS Form 990, 990EZ, and/or Supplemental Form O.	Enter	Not applicable
23.	Are any of your charity's expenditures intended to influence the outcome of elections or the determination of public policy?	Yes or No	Not applicable
23. continued	If Yes, list of expenditures intended to influence the outcome of elections or the determination of public policy.	List expenditures	Not applicable
24.	Is your Board of Directors voluntary?	Yes or No	

Question #	Section	Requirements	Documents
25.	Which activities does your non-paid Board of Directors carry out for your charity?	Select from the list of options. NOTE: If one or more activities are not performed by your Board of Directors, your organization does not qualify to participate in the GASCCP campaign.	
25. continued	List of Board of Directors		Upload PDF format
26.	Your contact information:	Provide your: >First Name >Last Name >Title >Charity Name >Charity Street >Address >Charity City >Charity State >Charity Zip Code >Charity Email >Address >Charity Phone Number >Charity URL	Not applicable
30.	Your signature (using your PC's cursor/mouse)	Signed document.	

Once you have gathered all of your organization's necessary information for your GASCCP application, proceed to our website at www.gasccp.org to complete the application process. Remember, the last day to submit your completed online application is **March 31, 2021**. Paper applications are not accepted for the 2021-2022 GASCCP campaign. Should you have any questions, regarding the completion of your application, contact us at gasccp.support@doas.ga.gov.