Pick.Click.Give. Application

Application Instructions for 2014 Alaska Permanent Fund Dividend Charitable Contribution Program Under Alaska Statute 43.23.062

Please note: We encourage organizations to use the online application instead of this paper form. Using the online application allows you to input information and double check it before submitting the application. This step will reduce the change of data errors.

The State of Alaska has enacted legislation which allows Permanent Fund Dividend (PFD) recipients to direct a portion or all of their PFD to qualified educational or charitable organizations, or community foundations. Agencies wishing to be considered for inclusion on the list of qualified organizations for the 2012 PFD must timely submit this application and the required documentation. **Applications, payment and required documentation received or postmarked after March 31, 2013 will be denied**.

The application is not complete until a signature page, payment and non-electronic documents are SUBMITTED BY MAIL. Please follow all eight steps.

Required Documentation:
Your application will be denied if it is not complete or submitted without ALL of the required documentation.

- A complete application form (either print or the following online form).
- IRS 501(c)(3) tax exempt letter of notification.
- Audited financial statements: most recent, published, audited financial statements complete with auditors opinion letter if your organization's annual revenue budget exceeds $250,000. The fiscal year of the financial statements should correlate with the year of the IRS Form 990.
- If required, IRS Form 990, 990EZ, or 990N (e-postcard) for the most recently completed fiscal year that ended prior to January 1, 2012. If the 990 / 990 EZ / 990N has not been completed for that fiscal year, provide the IRS granted extension plus the IRS 990 / 990EZ / 990N for the previous fiscal year.

Required Payment:
Each application must be accompanied by a **$250 nonrefundable fee** paid by check or money order payable to the State of Alaska. The fee was established in law by the Alaska Legislature.

Application Submission
Your organization's complete application, required documentation, and fee payment must be received or postmarked no later than March 31, 2013. Mail or deliver your application and required documentation to:

Pick. Click. Give.
701 W. 8th Avenue, Suite 230
Anchorage, Alaska 99501

Incomplete applications, applications submitted without the required payment and documentation, or applications received or postmarked after March 31, 2013 will be denied and not be included on the list of qualified organizations for the 2014 PFD.

Contact Information

Name & EIN

*** IRS Registered Name:**

Punctuation and special characters are not allowed. Please use alpha and numeric characters only.

*** Common Name:**

If your organization is commonly known by an informal name other than the registered name, you may choose to list your organization on the PFD application by its common name. Please insert the exact way you want your organization listed (punctuation and special characters are not allowed, use alpha and numeric characters only).

If your common name is the same as your registered name, insert your registered name. Note: If the organization's common name is different than its registered name, your organization will be listed by only the common name.

*** IRS EIN:**

Mailing Address (Headquarters or Main Office)

*** Mailing Addr:**

*** City:**

*** Mailing State:**

*** Zip:**

Physical Address (Headquarters or Main Office)

*** Physical Addr:**

*** City:**

*** Physical State:**

*** Zip:**

☐ *Please check this box if you would like your physical address to be omitted from the pickclickgive website which is used to educate users about the program.*

Primary Contact Information

*** First Name:**

*** Last Name:**

*** Email:**

Title:

*** Phone:**

Fax:

Web URL:

Type & Applicable Programs

Organization Type

1. Please select one proper organization type. Note that a Community Foundation is defined by law (1 ch 41 SLA 2008) as a *"nonprofit, autonomous, philanthropic institution that is organized and operated primarily as a permanent collection of endowed funds for the long-term benefit of a defined geographic area within one or more municipalities, that has a long-term goal of increasing its permanent unrestricted charitable endowment to benefit the area served, that primarily provides benefits by making grants and may also provide other forms of charitable services, that makes grants that are not limited to providing one type of benefit or to serving one population segment, and that makes grants to multiple grantees."*

- ○ Community Foundation
- ○ Educational Organization
- ○ Charitable Organization

Applicable Programs

***2. If a "charitable" or "educational" organization*, does your organization actually provide in Alaska one or more of the following programs, aids, or services? Program, aids, or services means an activity or system of activities, other than solely providing funding or financial support.**

- ○ Not Applicable
- ○ YES
- ○ NO If NO, STOP - Your organization does not qualify.

If you answered yes above, please check only the applicable active program(s) your organization provides below.

- ☐ Aids and Services to Individuals in Emergency Situations
- ☐ Aids and Services to Individuals with Mental Illness
- ☐ Aids and Services to Disabled Individuals
- ☐ Aids and Services to the Elderly
- ☐ Aids and Services to the Low Income
- ☐ Aids and Services to Victims of Crime
- ☐ Animal Rescue
- ☐ Arts and Culture
- ☐ Child Abuse and Neglect
- ☐ Economic Development
- ☐ Food Assistance
- ☐ Health and Dental Care
- ☐ Libraries
- ☐ Primary, Vocational, or Secondary Education
- ☐ Public Broadcasting
- ☐ Recreational Facilities
- ☐ Recycling of Waste
- ☐ Workforce Development
- ☐ Youth Development
- ☐ Zoo

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3. Did your organization provide programs, aids, or services in Alaska during the *entire* calendar years ending December 31, 2011 and 2012?

- ○ YES
- ○ NO If NO, STOP - Your organization does not qualify.

Qualify Questions

1. Does your organization make unrestricted grants or contributions from unrestricted funding to any organization(s) exempt from taxation under 26 U.S.C. 501(c)(4) or (6)?

- YES If YES, STOP - Your organization does not qualify.
- NO

2. Is your organization directed by a voluntary (not paid) board of directors or local Alaska advisory board?

- YES
- NO If NO, STOP - Your organization does not qualify.

3. Is the majority of your organization's board members or local advisory board Alaska residents (more than 50% of board members)?

- YES
- NO If NO, STOP - Your organization does not qualify.

4. Has at least $100,000 or 5% of your organization's annual receipts (whichever number is less) come from charitable contributions (i.e. individuals, foundations, corporations, businesses)?

- YES
- NO If NO, STOP - Your organization does not qualify.

5. Is your organization today and has your organization been exempt from federal taxation under 26 U.S.C. 501(c)(3) for the two preceding calendar years (2010 and 2011)?

- YES If YES, you must provide a copy of the IRS 501(c)(3) tax exempt letter of notification.
- NO If NO, STOP - Your organization does not qualify.

6. If your organization's annual revenue budget exceeds $250,000, your financial statements need to be audited by an independent certified public accountant (CPA) and receive an "unqualified" audit opinion. Please note, a "Review" by a CPA or financial statements prepared by a CPA does not satisfy this requirement. Does your organization's annual revenue budget exceed $250,000?

- YES If YES, you must provide your most recent "unqualified" audited financial statements for your most recent fiscal year in the documents section. The fiscal year reported on your audited statements should agree with the fiscal year of your current IRS Form 990, 990-EZ, or 990-N. *If your financial statements are not audited, STOP - Your organization does not qualify*. If the organization's most recent fiscal year ended on December 31, 2011, and the audit is not complete, submit the prior year's audited financial statement.
- NO

7. Is your organization exempt from filing an IRS form 990, 990-EZ, or 99-N? Please refer to the instructions for IRS Form 990, page six for a list of tax-exempt organizations that are also exempt from filing an IRS Form 990, 990-EZ, or 99-N.

- YES
- NO If YES, you must provide the most recently completed and current version of IRS Form 990, IRS Form 990-EZ or IRS Form 990-N in the documents section.

Additional Locations (Optional)

Qualified organizations will be listed on the on-line PFD application on a comprehensive list of all qualified organizations. Your organization will be listed in the location that corresponds to the physical address of your headquarters or main office in Alaska.

PFD applicants can also search for qualified organizations by organization name, type of services, and geographic location (city, town, or village) in which an organization physically operates and provides qualifying program, aids, or services.

If you also want your organization to be listed in additional locations where your organization is physically located and maintains an ongoing operation that provides a qualifying program, aids, or services, please provide one physical address in each location (city, town, or village). Physical addresses must be given; post office box addresses will be not accepted.

Provide only one (1) address in each location (city, town, or village) where qualifying services are actively provided in Alaska. Physical Address Only (No P.O. Box).
For example if your organization has multiple offices in Anchorage, you must choose one location. If your organization has offices in multiple cities, towns and villages, each location can be listed.

Street Address	City		Zip
		AK	
		AK	
		AK	
		AK	
		AK	

Documents

IRS 501(c)(3) Tax Exempt Letter

NOTE - All organizations that are or have been exempt from federal taxation under 26 U.S.C. 501(c)(3) for the two preceding calendar years you must provide a copy of the IRS 501(c)(3) tax exempt letter of notification.

Audited Financial Statements

NOTE: If your organization's annual revenue budget exceeds $250,000, your financial statements need to be audited by an independent certified public accountant (CPA) and receive an "unqualified" audit opinion. Please note, a "Review" by a CPA or financial statements prepared by a CPA does not satisfy this requirement. Provide your most recent "unqualified" audited financial statements for your most recent fiscal year. The fiscal year reported on your audited statements should agree with the fiscal year of your current IRS Form 990, 990-EZ, or 990-N. **If your financial statements are not audited, STOP - your organization does not qualify.** If the organization's most recent fiscal year ended on December 31, 2012, and the audit is not complete, submit the prior year's audited financial statement.

IRS Form 990, 990EZ, or 99N

NOTE: If your organization is not exempt from filing an IRS form 990, 990-EZ, or 99-N your must provide the most recently completed and current version of one of the following depending on which form you are required or elected to file with the IRS:

Submit **one** of the following:

- IRS Form 990 - *Submit a copy of page 1*
- IRS Form 990-EZ - *Submit a copy of the entire form*
- IRS Form 990-N - *Submit a copy of the on-line filing confirmation*

IRS Approved Extension

NOTE: If your fiscal year ended on or before October 31, 2012, and you have not filed an IRS Form 990, 990-EZ, or 990N for that year, you must also submit a copy of the IRS approved extension to file the IRS Form 990, 990-EZ, or 990N. *If your most recently filed IRS Form 990, 990-EZ, or 990-N is for your fiscal year that ended on or prior to March 31, 2012, then you do not have a current tax return on file with the IRS. Failure to file a current return with the IRS renders your organization ineligible for this program.*

Certification

Thank you for completing the application for your organization. Please have the Board Chairperson and Chief Executive Officer read and sign the certification below. Two separate officers of the organization are required to read and sign the certification below. Preferably the board chair and the organization's chief executive however, in the absence of either, a second board member is appropriate.

Applications must be received no later than March 31, 2013. Please deliver application to:

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701 W. 8th Avenue, Suite 230
Anchorage, Alaska 99501

Double check that the following is included:

1. **IRS 501(c)(3) Tax Exempt Letter**
   All organizations that are or have been exempt from federal taxation under 26 U.S.C. 501(c)(3) for the two preceding calendar years you must provide a copy of the IRS 501(c)(3) tax exempt letter of notification.
2. **Audited Financial Statements**
   If your organization's annual revenue budget exceeds $250,000, your financial statements need to be audited by an independent certified public accountant (CPA) and receive an "unqualified" audit opinion. Please note, a "Review" by a CPA or financial statements prepared by a CPA does not satisfy this requirement. Provide your most recent "unqualified" audited financial statements for your most recent fiscal year. The fiscal year reported on your audited statements should agree with the fiscal year of your current IRS Form 990, 990-EZ, or 990-N.
3. **IRS Form 990, 990EZ, or 990N *or* IRS granted extension**
   IRS Form 990, 990EZ, or 990N (e-postcard) for the most recently completed fiscal year that ended prior to January 1, 2012. If the 990 / 990 EZ / 990N has not been completed for that fiscal year, provide the IRS granted extension plus the IRS 990 / 990EZ / 990N for the previous fiscal year.
4. **Certification**
   Please have the Board Chairperson and Chief Executive read and sign the certification statement at the bottom of this page.
5. **Required Payment**
   Each application must be accompanied by a ***$250 nonrefundable fee*** paid by check or money order payable to the State of Alaska. Please note that the increased fee marks the end of the subsidized support during the pilot phase. The fee was established in law by the legislature.

I certify that the information I am supplying on and with this form is true and correct.

This certification was executed on: _____ in _____ , AK.

_____
Certification #1 Printed Name

_____
Certification #2 Printed Name

_____
Certification #1 Signature

_____
Certification #2 Signature