# Appendix B: CFC Application Completeness Review Checklist for FSYA/FSYP/MWR Organizations

<table>
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<tr>
<th>CFC Eligibility Requirement</th>
<th>Completeness Check</th>
<th>Deficiencies</th>
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| **Step 1: Charity Contact Information** | ❑ Current charity contact information provided. | ❑ Contact information not provided.  
❑ Outdated information provided.  
❑ One email address provided.  
*Will not result in an application that is not approved, however, OPM sends eligibility decision and other time sensitive communication to the email address(es) on file. At least one email address is required, however, applicants are highly encouraged to provide more than one email address to ensure that communication is received by the organization.* |
| **Step 2: Application Type**  
*If your organization is recognized as a 501(c)(3) organization by the Internal Revenue Service, you should submit an Independent and Member Organization application for a charity that is not an FSYA/FSYP/MWR.* | ❑ Correct organization type selected (i.e., Local, International or National/International).  
❑ Organization’s affiliation provided (i.e., part of a federation or independent).  
❑ If part of a federation (member), the parent federation code is provided.  
❑ Military base location provided. | ❑ Incorrect organization type selected.  
❑ Organization’s affiliation not provided.  
❑ Parent federation code not provided (if a member organization).  
❑ Military base location not provided. |
| **Step 2a: Installation Commander Letter** | ❑ Installation Commander Letter submitted.  
❑ Signed by an Installation Commander, or equivalent.  
❑ Dated on or after January 1 of the campaign year (2023) to which the organization is applying. | ❑ Installation Commander Letter not submitted.  
❑ Not signed by an Installation Commander, or equivalent.  
❑ Not dated on or after January 1, 2023. |
The letter states that the applicant:
- Is a nonprofit, tax-exempt organization that provides family service programs or youth activity programs to personnel in the Command.
- Is a Non-Appropriated Fund Instrumentality that supports the installation’s MWR/FSYA/FSYP program.
- Does not receive a majority of its financial support from appropriated funds.
- Has a high degree of integrity and responsibility in the conduct of its affairs.
- Effectively uses contributions for its announced purposes.
- Is directed by the base Non-Appropriated Fund Council or an active voluntary board of directors which serves without compensation and holds regular meetings.
- Conducts its fiscal operations in accordance with a detailed annual budget, prepared and approved at the beginning of the fiscal year and any significant variations from the approved budget must have prior authorization from the Non-Appropriated Fund Council or the directors.
- Has accounting procedures acceptable to an installation auditor and the Inspector General.
- Prepares an annual report which includes a full description of the organization's activities and accomplishments. These reports must be made available to the public upon request.

Has a policy and practice of nondiscrimination on the following basis of persons served by the organization:
- Race
- Color

The letter does not state that the applicant:
- Is a nonprofit, tax-exempt organization that provides family service programs or youth activity programs to personnel in the Command.
- Is a Non-Appropriated Fund Instrumentality that supports the installation’s MWR/FSYA/FSYP program.
- Does not receive a majority of its financial support from appropriated funds.
- Has a high degree of integrity and responsibility in the conduct of its affairs.
- Effectively uses contributions for its announced purposes.
- Is directed by the base Non-Appropriated Fund Council or an active voluntary board of directors which serves without compensation and holds regular meetings.
- Conducts its fiscal operations in accordance with a detailed annual budget, prepared and approved at the beginning of the fiscal year and any significant variations from the approved budget must have prior authorization from the Non-Appropriated Fund Council or the directors.
- Has accounting procedures acceptable to an installation auditor and the Inspector General.
- Prepares an annual report which includes a full description of the organization's activities and accomplishments. These reports must be made available to the public upon request.

Nondiscrimination policy does not include the following basis:
- Race
- Color
- Religion
- Sex
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<tr>
<td></td>
<td>❑ Religion</td>
<td>❑ Sexual orientation</td>
</tr>
<tr>
<td></td>
<td>❑ Sex</td>
<td>❑ Gender identity</td>
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<td>❑ National origin</td>
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Below is a sample letter to be submitted required for FSYA/FSYP/MWR applications:

I certify that the XX Youth Program in this application meets eligibility criteria in CFR § 950.202(a)(4). The organization is a Non-Appropriated Fund Instrumentality that supports the installation MWR/FSY program. The organization is a nonprofit, tax-exempt organization that provides family service programs or Youth activity programs to personnel in the Command and does not receive a majority of its financial support from appropriated funds.

The organization has a high degree of integrity and responsibility in the conduct of its affairs. Contributions received are used effectively for the announced purposes of the organization. The organization is directed by the base Non-Appropriated Fund Council or an active voluntary board of directors which serves without compensation and holds regular meetings.

The organization conducts its fiscal operations in accordance with a detailed annual budget, prepared and approved at the beginning of the fiscal year and any significant variations from the approved budget must have prior authorization from the Non-Appropriated Fund Council or the directors. I certify that this organization also has accounting procedures acceptable to an installation auditor and the Inspector General.

The organization has a policy and practice of nondiscrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or national origin applicable to persons served by the organization. The organization prepares an annual report which includes a full description of the organization’s activities and accomplishments. These reports are made available to the public upon request.

I certify that I have read all the certifications above and that my signature below signifies that I acknowledge and agree with such certifications

Signed by
Installation Commander, or

equivalent as specified in OPM policy guidance