

2011 Nonprofit Application Important Information and Notifications

Thank you for your interest in the King County Employee Giving Program! We are excited to present you with this opportunity. Please note the following important information.

Release Date on website: March 1, 2011

Due Date: April 15, 2011 4:00pm

Junelle Schrum

King County Employee Giving Program

CNK-ES-0231

401 Fifth Avenue, Second Floor

Seattle, WA 98104

If you are new to the program we highly recommend attending one of our application workshops:

<p>March 9th, 2011 from 2:30pm-3:30pm 401 Fifth Avenue Seattle, WA 98104 Conference Room 121</p>	<p>March 31st, 2011 from 9:00am-10:00am 401 Fifth Avenue Seattle, WA 98104 Conference Room 121</p>
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Please RSVP by email to Junelle.schrum@kingcounty.gov

- The King County Employee Giving Program (KCEGP) is the workplace giving program for King County government employees.
- All nonprofit organizations that meet the eligibility requirements and fill out a complete and on time application are eligible to be in the program.
- There are separate applications for *new* nonprofits and *returning* nonprofits. Please use the correct one.
- This application is only valid for the KCEGP and not any other workplace campaign. Please see the KCEGP website www.kingcounty.gov/giving for links to other public sector programs.
- Acceptance into the program one year does not imply acceptance in any other year. Nonprofits must reapply every year.
- While we make an effort to contact nonprofit organizations regarding the application process each year, it is the organization's responsibility to follow-up.
- If there are any questions please call the EGP at 206.263.9405 prior to the deadline for assistance.
- Please read the application and the instructions very carefully because applications that are late or incomplete will be denied.
- Notification – you will receive two different email notifications:
 - One that will tell you that your application has been received. Unless it specifically says so, this email is not meant to infer that the application is complete or eligible.
 - A second email will tell you that you have been accepted into the 2011 program. If you have been denied you will receive a hard copy in the mail.
- A majority of communications from the program is electronic, please keep contact information updated and add us to your "safe" list.