

Office of Parish Finance Parish Bulletin

TOPIC

Colorado Gives Foundation and Colorado Gives 365 / Colorado Gives Day

Enrolling Our Catholic Parishes

INTRODUCTION

Good News!

- Enrollment by our Parishes in Colorado Gives 365 / Colorado Gives Day programming is now open and greatly simplified by the Colorado Gives Foundation leadership!¹
- **The Take Away: Parishes can now enroll in programming that was not formerly (easily) available, through a newly updated, but longstanding and highly effective platform that has for years effectively connected donors with Colorado nonprofits.**

Colorado Gives Foundation (previously known as Community First Foundation), a leader in nonprofit giving in Colorado, launched Colorado Gives 365 nearly two decades ago to great success. As of this writing, more than \$500 million has been raised for Colorado nonprofits through the Colorado Gives Foundation programming.

If your Parish is not already familiar with Colorado Gives Foundation and its Colorado Gives programming, you can find out more here: <https://www.coloradogives.org/p/gives365>.

BUT before commencing your parish's enrollment, please carefully review the remainder of this Bulletin. There are certain enrollment requirements that **MUST** be present, and some enrollment steps/documents that Parishes may now bypass.

¹ Our Church is indebted to Colorado Gives Foundation's leadership and staff for their support and understanding of the differences between churches and other nonprofits with regard to what would normally be typical nonprofit enrollment requirements (e.g., now not required for churches: (i) Form 990 filings; (2) no registration with the Colorado Secretary of State under the Charitable Solicitations Act). We thank Colorado Gives Foundation's tremendous support and efforts toward encouraging and streamlining Catholic Parish enrollment in Colorado Gives programming.

ENROLLMENT GUIDANCE

Who is this Parish Bulletin intended to assist and on what topics?

This Bulletin is intended to assist any Pastor or Administrator of any Parish that is eligible to enroll in Colorado Gives programming. This Bulletin is not intended to be followed by non-Parish entities.

What parishes are eligible to enroll:

Parishes eligible to enroll are the incorporated Parishes with their own Employer Identification Number (an “EIN”; meaning, Parishes with their own EIN, that are NOT using the EIN of a neighboring Parish assigned to administer the first Parish). This can be slightly tricky, but it is only present in a handful of situations. If you have questions on this item, please reach out to the Parish Finance team.

Further, missions are not eligible to enroll, as a mission is situated within the territory of its local Parish to which it is assigned.

Example of a Parish with a mission:

- *Holy Name Catholic Parish in Steamboat Springs*, a Colorado corporation sole, may be enrolled in Colorado Gives.
- But, *St. Martin in Oak Creek*, as the mission and trade name of Holy Name Catholic Parish, cannot be individually enrolled, though there may be opportunity for *St. Martin in Oak Creek* to be named as part of Holy Name Catholic Parish programming needing funding, IF that is sought and approved by Holy Name Catholic Parish’s Pastor.

What do you need to enroll:

- First, be ready with the Certificate of Good Standing *entity identification number* from the Colorado Secretary of State. This document unsurprisingly confirms your parish is, in fact, in good standing with the state (all parishes are!²).
 - The *Certificate* is a document that is instantly generated by the Colorado Secretary of State’s e-platform WHEN the CORRECT link is clicked. But first, you have to get to that link!

² All state related parish corporation filings are tended to by offices within the Archdiocese of Denver Management Corporation. They are current and must only be tended / overseen / managed by the Archdiocese of Denver Management Corporation. This is in great part to ensure consistency, and to ensure no filings are made in error.

- To get to the link, please do the following:
 - Go to: <https://www.coloradosos.gov/biz/BusinessEntityCriteriaExt.do>
 - Type in your Parish's CORRECT corporate name (for example: *St. Mary Catholic Parish in Aspen*)
 - If you are not sure of your Parish's correct corporate name, look to your Parish's corporate record binder in each Parish's business office and use the name in that corporate record binder (you are looking for that thin, black binder with the Parish's name in the binding and on the cover, and labeled "Corporate Record Binder); you may recall that binder contents are updated every time there is a pastor / administrator change).
 - You should now have arrived at a screen entitled **Business Search Results**.
 - IN that screen, click on your Parish's name.
 - You should now be looking at a screen entitled **Summary**, with a table of information just below it, followed by many live links below that table.

NOTE: PLEASE DO NOT MAKE / ATTEMPT TO MAKE ANY ADJUSTMENTS TO THE INFORMATION THAT IS ON THIS PAGE. When the Parishes were incorporated in 2010, and for uniformity thereafter, Colorado Secretary of State Parish filings were assigned to be tended to by offices within the Archdiocese of Denver Management Corporation. There are many good reasons for this, some of which are tax reasons, and some of which are uniformity reasons. THANK YOU!

- In that table, confirm the Parish is in good standing and copy the entity identification number that can be entered into the nonprofit profile you'll work on in ColoradoGives.org. It should also be noted that the Parish name associated with this filing must exactly match the name on the Parish IRS record.

If you run into issues accessing your filing, reach out to: aodparishfinance@archden.org.

In your request email, please reference the Colorado Gives enrollment process, and clarify that assistance is needed with the *Certificate of Good Standing* process.

- Additional Colorado Gives enrollment guidance:
 - Please use your Parish's incorporated name when enrolling
 - Have your Parish EIN ready
 - Have your Parish's Colorado primary business address ready
 - Use your Pastor's or Administrator's name (as applicable) as the Parish's authorized party where and if permitted
 - Use the Parish Business Manager for the contact name / contact information where and if permitted

What is encouraged to be shared, but not necessary:

- *Parish financials*³: Per Colorado Gives guidance, Parishes and other non-church nonprofits are not required to provide financial information, but please know that some donors are interested in that information, so you are strongly encouraged to consider sharing financials where appropriate on the Colorado Gives webpages, and where approved by Parish leadership.

What you do NOT need to enroll:

- NO proof of a Parish's tax-exempt status under Section 501(c)(3) of the Internal Revenue Code is necessary (meaning, no pages from the Official Catholic Directory need be shared).
 - Colorado Gives staff reviews the IRS's Exempt Organization Business Master File (EO BMF) for this confirmation.

FYI, the proper office within the Archdiocese of Denver Management Corporation has been diligent in ensuring that exempt location listings in the EO BMF are current, but sometimes there are IRS errors. IF a location is not listed in the EO BMF per Colorado Gives feedback, please reach out to Parish Finance. Parish Finance will alert the proper offices within the Archdiocese of Denver Management Corporation as to this problem and re-send listing information to the USCCB, who in turn will resend this information to the IRS.

- NO IRS Form 990 filings are necessary.
 - Colorado Gives staff know that Parishes do not file IRS Form 990 (the annual tax return for nonprofits).

³ If Parish leadership would like to share financials, we encourage sharing in a similar format to what you share with your parishioners annually.

- Again, however, Parishes that enroll are strongly encouraged to provide financial information as they can and if prudent and accurate. If a parish does elect to complete the non-required financials section, there are two steps you will need to complete.
 - First, you will manually enter in the related financial information. Here, there is a selection option related to the type of 990 that might be referenced. That selection drives the guidance that is displayed on the screen (i.e., to show where to pull the associated information such as total revenue is found on Form 990: Part I, line 12, current year). This selection will not be displayed anywhere on the profile, and simply drives the help text associated with the standard fields of total revenue, total assets, etc. Per Colorado Gives staff, this selection made is irrelevant in cases where a 990 is not being used; and will not change the fields that are displayed.
 - Secondly, you are required to upload a document. Colorado Gives has instructed the Parish to select any option and upload something, such as a copy of the financial summary you are inputting within this section. The document will not be reviewed or validated by anyone. BUT keep in mind whatever you upload will be accessible to the public.
- NO *Certification of Registration* is necessary.
 - This document would issue from the Colorado Secretary of state upon a Parish filing under the Charitable Solicitations Act. But our Parishes are exempt from this requirement, as Parishes do not file a Form 990. Colorado Gives staff is aware of this.

Enrollment Webpage & Timing:

If your Parish is interested in enrolling for Colorado Gives programming, you can enroll today. Enrollment starts March 1st and closes October 15th. Once you've enrolled, you can complete the required to-do list items at any time, and the profiles are automatically approved and made visible to the public once all those required items are completed. Since early giving related to Colorado Gives Day starts on November 1, it is highly recommended you complete the required to-do list items by then.

See the following Colorado Gives webpage to begin enrollment:

<https://www.coloradogives.org/p/nonprofits/enroll-now>

Once there, click on the **ENROLL** button.

Once you are approved by the Colorado Gives team, you will then build out your Parish's webpage. This is where Parish staff has the opportunity to show the community what your Parish does, and what your Parish seeks for programming and operation funding needs.

Questions

If you have questions specific to Colorado Gives, contact Colorado Gives offices via their website page at: [Contact Us | Colorado Gives 365](#).

Thank you. This Colorado Gives enrollment process is intended only for the Parishes. If Parish or other ministry personnel have any questions or require further clarification, please reach out to the Archdiocese of Denver's Office of Parish Finance at aodparishfinance@archden.org.

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