



# California Garden Clubs Inc.

## Group Tax Exemption Program

### APPLICATION FORM

**NOTE: Your club must be a member of CGCI and a CGCI District with dues paid in full for the current year BEFORE submitting this application. The club must also have complied with IRS and California filing and reporting requirements.**

1. Garden club/District name: \_\_\_\_\_

If Yes, date application and dues submitted: \_\_\_\_\_

2. Federal Employer Identification Number (EIN): \_\_\_\_\_ - \_\_\_\_\_

(Note: Your garden club must have an EIN assigned by the IRS to complete this form.)

3. California Franchise Tax Board Entity Number: \_\_\_\_\_

4. Is your garden club a private foundation? *Please initial the appropriate box below.*

(Note: Garden clubs are generally NOT a "private foundation" within the meaning of the tax code. A determination by the IRS that your garden club is a private foundation will jeopardize your ability to receive tax-exempt status.)

Our garden club is **not** a private foundation

Our garden club **is** a private foundation

5. Contact information. (Please Print)

The IRS requires the listing of an address for each local garden club for which the 501(c)(3) tax exempt status is sought. If the club does not have a permanent address, the address of the current president should be used.

Name/Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

ZIP \_\_\_\_\_ Telephone # \_\_\_\_\_

Email \_\_\_\_\_

6. Club Bylaws. *Please attach a copy of your club bylaws and initial the box to indicate compliance.*

We have reviewed the **IRS-APPROVED LANGUAGE** document and have checked to make sure that our club bylaws have all the language required by the IRS. **A copy of our Club Bylaws, as approved by our club and signed and dated by our club president and another officer, is attached to this document.**

**7. Club activities.** Please initial each box below.

- a. Our club has agreed to the Articles of Affiliation. **A copy of the Articles of Affiliation, as approved by our club and signed by our club president, is attached to this document.**
- b. We affirm that the major portion of our garden club's activities in the past year have been to pursue nonprofit, educational purposes as stated in the Articles of Affiliation.
- c. **Attached is a list with descriptions of the activities** of our garden club that relate to the primary purpose of our non-profit organization as outlined in the Articles of Affiliation.  
NOTE: Attach a detailed description of the club's activities including how each activity furthers the EDUCATIONAL purpose(s) of your 501(c)(3) affiliation. (Include such things as educational programs/tours, scholarships, awards, flower shows or other projects that educate the public and civic projects that beautify the community.)

Please check the box(es) that applies and fill in the date the forms were filed:

- d. Our **Annual Registration Renewal Report** (Form RRF-1) was filed  
on \_\_\_\_\_(MM/DD/YYYY)
- e. Our **Annual Treasurers Report** (Form CT-TR-1) was filed  
on \_\_\_\_\_(MM/DD/YYYY)

**8. As the authorized representative for this garden club,** I affirm that our garden club understands that: *Please initial the appropriate box below.*

- a. Our club will be relieved from having to file IRS Form 1023, *Application for Recognition of Exemption Under Section 501(c)(3) of the IRC*, and Form 1024 *Application for Recognition of Exemption Under Section 501(a)*.
- b. Our club will be subject to the general supervision of California Garden Clubs, Inc. as outlined in the Articles of Affiliation.
- c. Our club will be required to submit a financial report for its most recently ended fiscal year to CGCI on or before the deadline specified by the CGCI Group Tax Exemption Chairman.
- d. Our club will be responsible for its own Federal and California tax return filings. California Garden Clubs, Inc. does not file group tax returns.

Yes, I understand                       No, I do not understand

**9. Financial information. Please indicate fiscal year** \_\_\_\_\_.

- Attached is the financial report for our garden club's latest fiscal year.

**10. Application fee**

Attached is the non-refundable application fee of \$35.00, made payable to CGCI.

**11. Signature:**

**I attest that to the best of my knowledge; the above information is correct.**

With the submission of this application, I affirm that our garden club wishes to be included in the California Garden Clubs Inc. Group Tax Exemption Program. (This form must be signed by the club president.)

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**12. Submit this application with the attachments listed below.**

- Signed copy of the **CLUB BYLAWS** as stated in item 6 above
- Signed copy of the **ARTICLES OF AFFILIATION** as stated in item 7(a)
- above **LIST/ DESCRIPTION OF ACTIVITIES** as stated in item 7(c) above
- FINANCIAL REPORT** as stated in item 9 above
- APPLICATION FEE** of \$35.00 as stated in item 10 above

**Mail to: Sue Bennett, Chairman CGCI Group Tax Exemption Program**

**7560 Shelborne Drive, Granite Bay, CA 95746-8617**