

**25-Word Statement Template**

**ATTACHMENT E**

(Local Independent Organizations and Members of Federations)

CHARITY NAME: \_\_\_\_\_

CHARITY LEGAL NAME: \_\_\_\_\_  
(If operating under a "dba")

FIVE DIGIT CFC NUMBER: \_\_\_\_\_  
(If a previous participant in CFC)

EMPLOYER IDENTIFICATION NUMBER (EIN): \_\_\_\_\_

PHONE NUMBER TO APPEAR ON LIST: \_\_\_\_\_

INTERNET ADDRESS TO APPEAR ON LIST: \_\_\_\_\_

TAXONOMY CODES - SELF-IDENTIFY UP TO THREE (3) PROGRAM AREAS: \_\_\_\_\_  
(See back of page for Program Area Code information)

ADMINISTRATIVE AND FUND-RAISING EXPENSES: \_\_\_\_\_  
(To calculate, see Item 7 on Application and Instructions.)

Include below a statement of 25 words or less, no more than one word in each of the blocks below that describes real services, benefits or program activities the organization provides. The statement should not repeat the organization's name, but if it does, the name will count toward the 25-word maximum. The legal name listed above, registered with the IRS if the organization does business under a different name, will be included in the listing. Your IRS Employer Identification Number (EIN) regardless of whether or not you are operating under a "dba" will also be included in your listing. The legal name listing and EIN will not count as part of your 25-word statement. Marketing tactics to draw attention to an organization, such as capitalization, quotations, and underlining, will not be permitted. Any statement provided by the applicant that uses these tactics or exceeds 25 words will be edited by the LFCC Review Eligibility Committee.


**Program Area Codes:** Each organization can identify up to three (3) categories, in priority order, which most closely identify the type of mission, services, and activities provided. The corresponding letters will be printed in your organization's listing in the CFC charity list (see example below) to assist donors in identifying charities by type of service provided. Categories are derived from the National Taxonomy of Exempt Entities (NTEE) classification system developed by the National Center for Charitable Statistics. The 26 categories are:

- A Arts, Culture, and Humanities
- B Educational Institutions & Related Activities
- C Envir. Quality, Protection & Beautification
- D Animal Related
- E Health – General and Rehabilitative
- F Mental Health, Crisis Intervention
- G Disease, Disorders, Medicinal Disciplines
- H Medical Research
- I Crime, Legal Related
- J Employment, Job Related
- K Food, Agriculture, and Nutrition
- L Housing, Shelter
- M Public Safety, Disaster Preparedness & Relief
- N Recreation, Sports, Leisure, Athletics
- O Youth Development
- P Human Services – Multipurpose and Other
- Q International, Foreign Affairs, National Security
- R Civil Rights, Social Action, Advocacy
- S Community Improvement, Capacity Building
- T Philanthropy, Voluntarism & Foundations
- U Science & Technology Research Institutes, Services
- V Social Science Research Institutes, Services
- W Public, Social Benefit: Multipurpose, Other
- X Religion Related, Spiritual Development
- Y Mutual/Membership Benefit Orgs., Other
- Z Other

### **EXAMPLE of 25-Word Statement with Program Area Codes**

**00000** **Name of Organization** (legal name of organization, if applicable) (202)555-1234  
www.opm.gov/cfc EIN#12-3456789 The description will contain no more than 25 words. It  
should be worded so the donor understands the program services provided. 4.2% B,V,O