

## The 25 Word Statement

Attachment E of the CFC application is the 25 word statement that will be included in the agency listing brochure. The statement consists of an identifying agency code assigned by the Office of Personnel Management, the name of the organization (if using a dba, the legal name of the organization follows in parenthesis), the phone number donors may call for additional information, the organization's web address if available, the employer identification number, the statement that will not exceed 25 words, the overhead percentage, and the organization's selected taxonomy codes.

Example:

**54865 The Central Kitsap Omnibus Charitable Agency** (*Legal name would appear here only if needed*) (360) 692-XXXX [www.tckoca.org](http://www.tckoca.org) EIN#91-XXXXXXX Serving the needs of all persons located in the Central Kitsap County area. Our goal is to make life better for all Central Kitsap Residents. 8.5% P,M,L

You may use the grid below to ensure that your statement does not exceed 25 words. A contraction or hyphenated word counts as a single word only if it can be found in a reputable dictionary such as Merriam-Webster, or the American Heritage Dictionary. Complete sentences are not required. You can often omit articles (a, an, the) without changing the meaning of your statement. It is not necessary to use any of your 25 words to repeat the name of your agency. You do not have to tell donors that you are a charitable agency or that you are nonprofit. Every agency in the listing meets those criteria.

Use your 25 words wisely to explain what your organization does so that donors will want to designate their money to your agency.
