



Instructional Letter: GENERAL NON-PROFIT

Dear Prospective Donee:

Thank you for expressing an interest in acquiring property through the **Illinois State Agency for Surplus Property (CMS Federal Surplus)**.

Federal personal property may be acquired by private non-profit and tax-exempt educational or health related organizations may be eligible, based upon a full description of their program and certification by the Illinois Attorney General (if applicable). If you believe you meet the criteria of this program, please complete and return the Federal Surplus application; **along with your completed and signed three-page application, please include the following:**

If after examining the paragraph above, you find that you may qualify to participate in this program, please complete the Federal application and forward to this office for processing. **Along with your completed and signed three-page application, please include the following:**

- ◆ Resolution from your Board of Directors/Trustees authorizing your participation (sample enclosed);
- ◆ Detailed written narrative of programs/services offered and a description of facilities operated which would qualify your agency as a provider of either nonprofit health or nonprofit educational services;
- ◆ Description/documentation of sources of funding, i.e., Donations, copy of Current Budget or Tax Levy (if applicable);
- ◆ Copy of your tax-exempt status under Section 501 (IRS Ruling – must reflect the current name/address of your entity);
- ◆ Copy of any unexpired accreditation or facility license received;
- ◆ Minimum of two letters of documentation from leaders in your community regarding the services you provide on behalf of the needy.

If you have any further questions regarding eligibility, please feel free to contact my office at **(217)785-6903**. **Your application cannot be processed until receipt and review of the above-requested documentation. Partial submissions will be returned as being incomplete.**

Sincerely,

Curtis A. Howard

Curtis A. Howard
Administrator, Property Control Division

CH/tlr

Requires: Application & Resolution