

# Make a Donation to the Social Equity Campaign

SOCIAL EQUITY  
CAMPAIGN

## Instructions for Making a Donation to the Social Equity Campaign via the Community Investment Tax Credit Program

1. Notify [Somerville Community Corporation](#) that you will be making a Community Investment Tax Credit (CITC) donation (minimum required donation to be eligible for tax credits is \$1,000). Make sure SCC has your email address. This will prompt SCC to set up a username through the CITC online system. Send your email to Meridith Levy, [mlevy@somervillecdc.org](mailto:mlevy@somervillecdc.org). If you don't have an email address, you can call Meridith directly at 617.776.5931, ext. 242.
2. Send your donation to SCC. You can do this in any of the following three (3) ways:
  - a. Make your check out to ***Somerville Community Corporation***, and mail it to:

Somerville Community Corporation  
337 Somerville Avenue  
2nd Floor  
Somerville, MA 02143
  - b. Drop your check off at the SCC office (same address as above).
  - c. [Donate online](#) at [www.somervillecdc.org/donate](http://www.somervillecdc.org/donate).
3. Fill out the [online form](http://hed-citc.azurewebsites.net/login.aspx): <http://hed-citc.azurewebsites.net/login.aspx>.
  - a. The community partner (SCC) will set up and issue you a username and password, which we will send directly to you.
  - b. When you login for the first time, you can reset your password: Go into "Edit Profile," and select "Change Password," then "Save."
  - c. If you have already made a donation through another community partner, you will use the same username and login credentials that you established with them. Each donor can have only one account.

Note: Donor history prior to September 2016 will not be tracked in this system. Therefore, all donors (new and repeat), will be required to set up their account after September 2016.



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- d. Once you are in the system, you will be prompted to fill in the required information. In addition to your personal information, this will include selecting the community partner from a drop-down menu and selecting the amount of the donation. Please select *Somerville Community Corporation* to make your donation to SCC.
  - e. *Each time* that you make a contribution, click the “new” button at the top left to initiate a new contribution.
  - f. For subsequent donations (either to other partners or in future years), your information will remain with the account. All fields will autofill, except for fields that require new information (amount of donation, etc.).
  - g. Once you have completed the donor form (part 1), hit “Send.” Your form will automatically be sent to the selected community partner, who will then fill out part 2 and submit it to the [Department of Housing and Community Development](#) (DHCD).
  - h. At any point, you can login to check the status of your submission, as well as to see the history of all donations you have made since September 2016.
  - i. If you are an employer, you will be asked to upload a copy of your Certificate of Compliance directly onto this site.
4. You will receive notification in the mail confirming your donation. DHCD will send you your CITC certificate to be filed with your taxes.

## Questions?

**Contact:** Meridith Levy, [mlevy@somervillecdc.org](mailto:mlevy@somervillecdc.org), 617.776.5931, ext. 242

### What Is CITC?

The Community Investment Tax Credit (CITC) provides a 50% donation tax credit for qualified contributions that you make each tax year. The purpose is to support community-led economic development initiatives by building a base of private contributors like you.

While this is a program of the Massachusetts Department of Housing and Community Development, you are also eligible for the federal charitable deduction.

