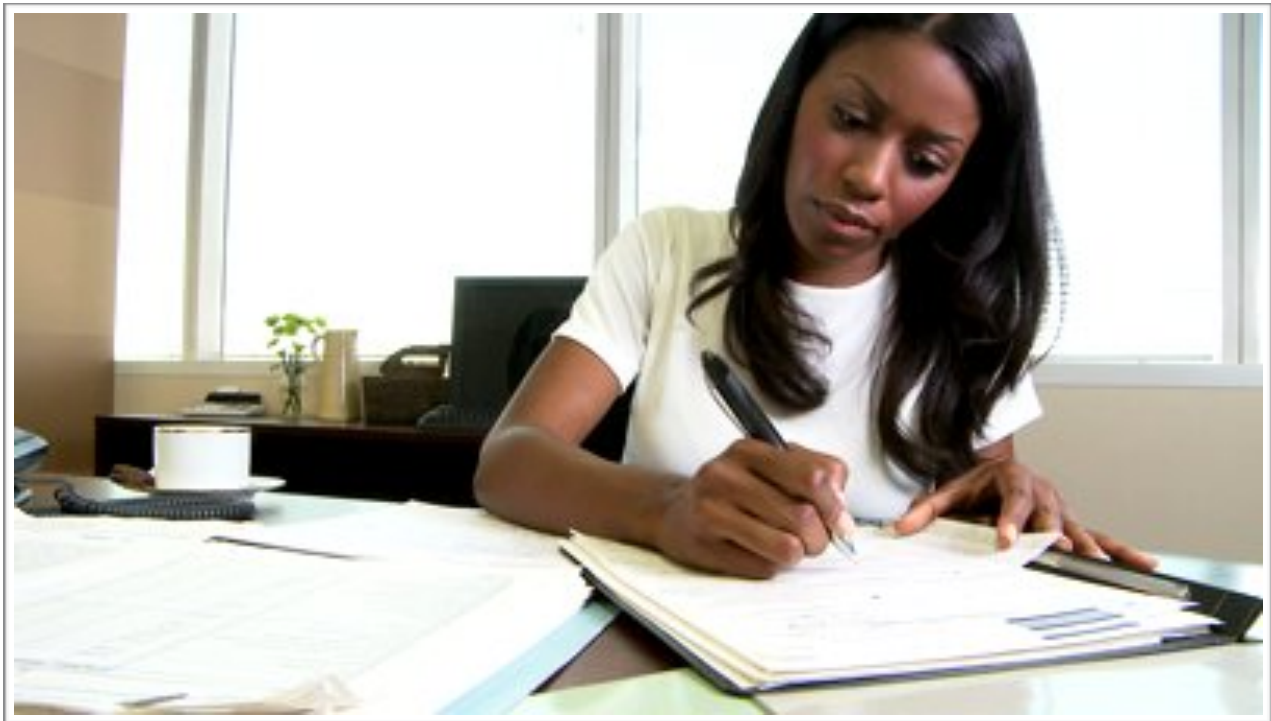


## Making it *Easy* Checklist

Starting a nonprofit can mean many things. This checklist was designed to provide a reference tool on your journey of establishing a nonprofit organization.



- \_\_\_ Research if you should start a new non-profit organization.
- \_\_\_ Determine if an organization already exist in your area that serves your cause.
- \_\_\_ Decide on a business name and search availability for your nonprofit name
- \_\_\_ Register it with the state in which your organization operates.
- \_\_\_ Develop a mission statement and strategic plan
- \_\_\_ Determine whether you are eligible for 501( C ) status.
- \_\_\_ Establish and adopt by-laws for your non-profit organization

- \_\_\_ Create and file the Articles of Incorporation and by-laws for your organization.
- \_\_\_ Establish organization records to maintain other official records.
- \_\_\_ Set up a Board of Directors.
- \_\_\_ Set up a bank account under the name of your nonprofit organization.
- \_\_\_ Establish an annual budget
- \_\_\_ Develop a funding plan
- \_\_\_ Set up record keeping and accounting processes.
- \_\_\_ Obtain a federal EIN (employee identification number)
- \_\_\_ Develop policies and procedure manuals

Once you have registered your nonprofit you will need to maintain compliance with all of the government agencies. It will be important to stay current with the IRS and state requirements.

*Tip:* In order to survive it will be important to operate the nonprofit as a business. Develop a realistic business plan to get you started.

**Other *resources*:**

Applying for tax exemption

Check on status of tax exemption

grants.GOV