



WELCOME TO OUR CLEAR-SCOPE FAMILY



Helping Entrepreneurs, Small Business Owners, Churches & Nonprofits with:

- 501c Setups • Grant Search • Fundraising
- Grant Writing • Business Plans • Tax Preparation

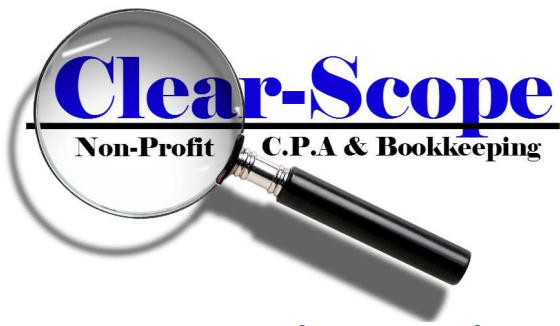
Clear-Scope Nonprofit CPA & Bookkeeping
222 W. 6th Street, Suite #400 San Pedro CA 90731 • 213.864.8944

Nonprofit Organization

TABLE OF CONTENTS



Cover
Table of Contents
Welcome Letter
Who Are We/Where to Start
What is 501(c)3
Nonprofit Start-Up List
501(c)3 Clear-Scope Application
Mission Statement & Personal Info
Vision
Contract 501(c)3
Business Card



Welcome to Clear-Scope Nonprofit C.P.A & Bookkeeping

WHO WE ARE

Welcome to Clear-Scope Nonprofit C.P.A & Bookkeeping

Clear-Scope is a nonprofit financial organization created according to section 501(c)(3) of the Internal Revenue Service Code. Our mission is to provide small business owners, nonprofit organizations, churches/religious organizations and low-income to no-income families and individuals access to help establishing your nonprofit, or other small business for a fraction of the cost; or in some cases for free. Clear-Scope is not just dedicated to completing documents for you or your business, we also run training sessions and seminars to help you learn how to complete financial documents and business forms. We know this process can be a very overwhelming task, so we take our time and move you through the process step by step. our passion is our purpose so we walk in it slow and steady.

OUR PLEDGE

Clear-Scope will serve clients with fair and dignified treatment. Our clients can expect products and services that are designed to meet their needs in an affordable way, transparent information, and privacy of their personal information. Clients can expect our patience when working to establish your business or helping you in the area of taxation. Additionally, clients can expect punctual and reliable service delivery, and a quick response to their questions or complaints. We pledge to be honest, dependable and understanding to your personal needs as we work together. Our work is our worship! WE PUT GOD FIRST and expect nothing less from than this from our clients.

YOUR ROLE

Clear-Scope clients are asked to always provide us with accurate and up to date information, have patience with us as we work to provide you with the best service possible and please understand that we are a nonprofit organization dedicated to establishing and maintaining our 501(c)(3) as we work to establish and maintain yours. We ask all our clients to do your best to keep all payment arrangements as we do have people depending on you just as you are depending on us. All revenue that comes into this organization is use to further our mission. Please consider donating to when we provide services to you at no cost. Your donation helps us to keep our programs running. ALL DONATIONS ARE 100% TAX-DEDUCTIBLE!

SERVING YOU

Our service to you is personal; because we provide so many different services to help the community we depend on you to tell us what YOU need and know that we will create a plan that works for YOU. To serve you better we are looking for more funding to help us help you better. Our goal is to make life financially easier for you.

Clear-Scope Nonprofit CPA & Bookkeeping helps you turn your passion into profit and walk in your purpose!

Jeremiah 29:11

For I know the plans I have for you," declares the Lord, "plans to prosper you and not to harm you, plans to give you hope and a future.

Questions? Complaints? Contact Us!

Clear-Scope is here to serve you. Please contact us with any questions or complaints you may have. Your contact with us is confidential.

Please contact us using any of the following options:



Email us anytime ClearScopeNonprofitCPA@gmail.com



Leave a comment on our Facebook page and rate us



Call Clear-Scope
213.864.8944



Send a text to Clear-Scope 213.864.8944

At Clear-Scope, we believe that our clients have the right to quick resolution of their questions and complaints. We strive to respond to your email, phone or text messages within 48 hours, and your comment cards within 7 business days.

Clear-Scope Customer Service Line is open
Monday to Saturday from 7:00am to 5:00pm PST



Clear-Scope

Non-Profit C.P.A & Bookkeeping

WHO ARE WE

Clear-Scope Nonprofit C.P.A & Bookkeeping was founded in 2012 by Tockqua Edna Center and her husband Michael Lee Center. Owner Mrs. Center walked away from Corporate America with over 10 years corporate accounting experience. Her desire is to use that experience to help small business owners, entrepreneurs and individuals with a desire to start a federally recognized nonprofit organization under the IRS section 501(c)3 become established and grow.

Mrs. Center and staff are professionals who have expert knowledge in establishing non-profit organizations; grant writing, consultation and training. We have helped several organizations obtain their non-profit status as well as search and write the grant proposals for funding.

Our mission is to develop and guide other non-profit organizations, churches, businesses and individuals into becoming a resource center for their communities. Our vision is to ignite the entrepreneurial spirit of others and provide businesses, organizations and churches a platform to be financially self-sufficient.

WHERE TO START

Start with #1, the consultation and learning more of how the nonprofit IRS status will help you. We offer competitive prices and have the expertise and knowledge to complete the packet in a short amount of time. We want you to have your exemption right away so that you can tap into the billions of dollars available through grants.

1. Initial consultation
2. Complete 501 (c) 3 application packets
3. Obtain State Seal
4. Work with you and/or organization until you have IRS tax-exempt status
5. Build business plan
6. Locate foundations
7. Apply for grants for funding




What is 501(c)3 tax-exempt?

A 501(c)3 or "tax-exempt" allows nonprofit organizations to be exempt from federal and/or state income tax. This status can only be achieved by applying for and receiving IRS approval.

Benefits of 501(c)3

- Income earned by the Nonprofit is Tax Free
- Possible exemption from state sales and property taxes (varies by state)
- Qualifies your nonprofit corporation to receive literally billions of dollars in private and public grant money which is given out every year.
- Qualify your nonprofit corporation to participate in literally hundreds of governmental programs operated by the Federal and State Governments of this country.
- Cheaper Advertising Rates in publication
- Discounts on US Postal bulk mail rates and other services
- Donors can make charitable contributions to your company and receive a tax deduction on their tax return and pay no taxes on this money. Donors can give property, money, stock and services.
- Nonprofit employees can be eligible to participate in job training programs of federal and state government
- Discounted space from internet service providers
- Free radio and PSA announcements provided by local media.


Helping Entrepreneurs, Small Business Owners,
Churches & Nonprofits with:



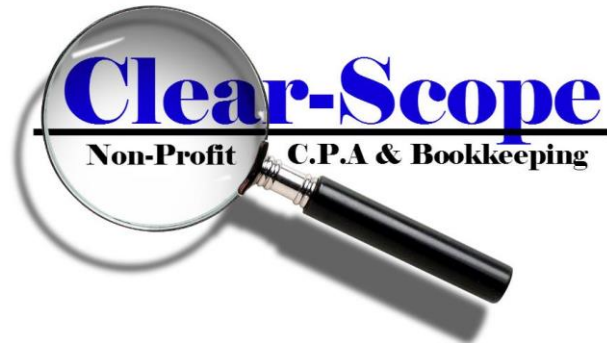
- 501c3 Setups
- Grant Search
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- Business Plans
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Contact us for your
FREE Consultation TODAY!

Tockqua Edna Center C.P.A.
213-864-8944
ClearScopeInfo@gmail.com



Clear-Scope Nonprofit C.P.A. & Bookkeeping



NONPROFIT START-UP LIST

Things we must work together on:

- Write a Statement of Purpose
- Prepare a Description of your Program Activities
- Create a Strategic Fundraising Plan
- Determine Structural Issues for the Board of Directors
- Create a 3-year Budget
- Provide Guidance on the Operational Responsibilities of a NP Corporation

1. Things we do for you:

- Articles of Incorporation
- Bylaws
- Conflict of Interest Policy
- Minutes of the First Meeting of the Board of Directors
- IRS Exemption Application
- State Exemption Application and/or Registration

2. Let us know if you need . . .

- Written Instructions on bank accounts, employee withholding and other corporate procedures.
- A Reference Guide on How to Maintain your Corporate and Tax Exempt Status in the years to come.
- Compliance Guide for 501(c)(3) Non-profits

WE GUARANTEE OUR SERVICES

This means you will not have to worry about the IRS rejecting your c3 packet completed by us. Although grants are not guaranteed, we can guarantee you will never have to worry about being denied for a grant ***due to any negligence on our part***. When you choose to hire us Clear-Scope Nonprofit C.P.A & Bookkeeping we will take care of your C3. If you receive anything in the mail from the IRS please forward to us IMMEDIATELY!



501(C)3 CLEAR-SCOPE APPLICATION TO BEGIN

HOW TO DETERMINE WHAT YOUR MISSION IS.

Your mission should create a picture of the future that motivates action.

- It fundamentally describes what it will take to win
- Works as a Guide for the work of the organization
- Focus on Key Desires
- What would the world look like with no limiting boundaries?
- A bonus if it evokes or inspires, relays passion and interest
- It guides decision making and strategy

Mission Statement

The deep shared values and vision of everyone in the organization.

It often answers the questions:

1. Why do exist?
2. Who do we serve?
3. What do we produce/do?
4. How do we operate

Guidelines to Mission Statements

- Understandable and Concise
- Stated in terms of output versus input or throughput
 "We will be successful when"
- Names your customer
- Names your product or service
- Should be broad and continuing

A clear, concise statement that indicates who the customer is, what the ultimate outcomes are, what products, services, or relationships the organization provides, and how members of the organization work toward achieving the desired results. All in 50 words or less. . . .whew.



*****Mission Statement & Personal Info*****

1. Name of 501c3 to be process:

2. Complete Address of Location:

3. Social security number to complete ss4's or complete Online at the IRS link I sent you. Once you complete that only put your EIN# here.

4. Telephone numbers:

5. Email

6. Website if you have one

BOARD MEMBERS INFORMATION: (Name, Address, Phone) *it is okay if you dont have all these right now. You would be the CEO/Founder and then add anyone else.*

***President:**

***Vice President:**

***Treasurer:**

***Secretary:**



SHORT VISION PLAN:

Our Mission is to....

(serve/provide/create)

for

(customers)

with our _____ (products/services)



CONTRACT

This agreement dated, _____, is made by and Between **Clear-Scope Nonprofit C.P.A & Bookkeeping** located in Rancho Palos Verdes Estates CA 90275(referred to as the "Company")

and _____, whose address is _____ (referred to as the "Client")

1. **Services.** The Company hereby agrees to perform the following services in accordance with the terms and conditions set forth in this agreement: The Company will provide services relating to Grant Writing, Proposal and/or Letters of Interest, as well as Business Plans if needed at a later date.

2. **Terms of Agreement.** This agreement will begin _____ and will end at the request of the Client _____

3. **Time devoted by Company.** It is anticipated the Company will spend the necessary time to fulfill the service(s) as requested by the Client. The particular amount of time may vary from day to day or week to week. However, the Company will complete tasks by due date as set by the client.

4. **Place Where Services Will Be Rendered.** The Company will perform most services in accordance with this contract at home office or our San Pedro Ca office located on 6th street. (files will always be stored in home office for safety precautions) In addition, the Company will perform services on the telephone, internet and at such other places as designated by the Company to perform these services in accordance with this agreement.

5. **501c3 Payment to Company.** The Company will be paid by client \$650.00 (does not include IRS filing fees) for the process of their 501c3 documents. (see complete list of services on last page) There will be no other cost associated with this for the length of our partnership. The company will always be in charge of making sure the client keeps their 501c3 up and running. The client is responsible for sending the company any correspondence sent to them from the IRS after they have been certified as a federally recognized 501c3.

5a. **Grant Payment to the Company.** The client will pay a ONE TIME FEE of \$350 to the company for application fee (Database Search Membership Fee) to search for grants. This membership is good for 1 month, during this time the company will complete as many grant proposals as possible for the client. If the company fails to get grants approved for the clients, there will be no additional charges.

\$350 Nonrefundable. For EVERY APPROVED grant the company will be paid 20% of the amount of the grant reward. Example; Company secures funding in the amount of \$5000 the client will pay the company \$1000 for that grant only. Should the company land another \$5000 grant for the client the company will get another payment of 20% (\$1000.00) for that grant. Client will always pay the company 20% of every Grant/Proposal APPROVED) 20% WILL BE AUTOMATICALLY DEDUCTED

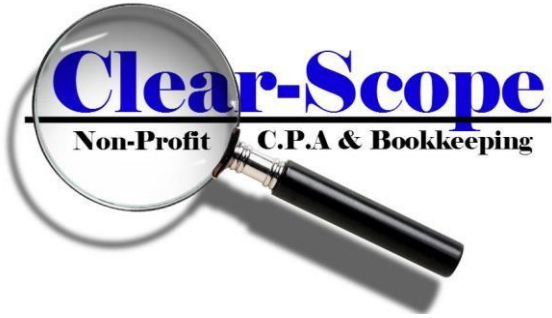


The Company will submit a receipt of services render listing each grant proposal or letter of interest completed. Your signature on this agreement is your way of agreeing to pay the Company the amounts due once services have been completed or grants successfully secured.

5b. **Business plans.** Business plans will be charged at a different rate. The company will discuss the client's needs prior to quoting a fee for business plans. Please let me know if you are interested in this service.

6. **Confidential Information.** The Company agrees that any information received by the Company from the Client in accordance with this contract, which concerns the personal, financial or other affairs of the Client will be treated by the Company in full confidence and will not be revealed to any other persons, firms or organizations.

7. **Guarantees.** *Our company does NOT guarantee* that you will land the grant(s) for which applied. We will work hard to find the foundations that fit your organizational goals as well as meet all expectations of the grant requirements. There are NO GUARANTEES that we will find grants within the one month time; We will do our very best and will keep you in the loop the entire time. We will maintain a high level of professionalism and complete all services in an efficient and timely matter. Our goal is to ensure you receive the funding you need to further your mission, and this is what we will strive to achieve. Because the \$350.00 is the charge for a monthly membership to search for grants there will be NO REFUNDS OF THE \$350.00



Company Name: Clear-Scope Nonprofit CPA

Nonprofit Name:

Company Rep: **Tockqua Edna Center**

Client:

Address: 648 W. 1st Street
San Pedro,
CA 90731

Address:

Phone: (213) 864-8944

Phone:

Email: ClearScopeInfo@Gmail.com

Email:

Signature:

Signature:

Tockqua Edna Center, Company

Client

Date: _____

Date: _____

**Helping Entrepreneurs, Small Business Owners,
Churches & Nonprofits with:**



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**Contact us for your
FREE Consultation TODAY!**



ABOUT US



**Clear-Scope was Founded in 2012.
Co-owner Mrs. Center walked away
from Corporate America with over 10
years corporate accounting experience.
Her desire is to use that experience to
help Small Business Owners and
Entrepreneurs grow.**

**We understand budget...
We offer EASY Payment Plans & Affordable Services!**

Also the Co-owner of:
Mr. & Mrs. Fitness Center Nonprofit Organization
[Facebook.com/NonProfit.FitnessCenter](https://www.facebook.com/NonProfit.FitnessCenter)