



Providing resources to help your team fundraise better.

Starting a nonprofit can be a lot of fun but also a lot of work. It normally can take about 12 – 18 months to work through the entire process, depending on your location and your state requirements. For much of this work, you don't normally need an attorney. LegalZoom will file your paperwork for \$99 +. Once established, it is a good idea to hire a nonprofit consultant to help write your business plan and initial (3 year) budget with corresponding fundraising plan.**

Step one: Determine what type of nonprofit organization you want to be.

The most common type of nonprofit is a public benefit corporation with is organized under the IRS Revenue Code 501(c)3. This gives the organization the ability to accept tax deductible donations. There are other types of nonprofits including membership or civic associations and foundations both public and private.

Step two: Apply for IRS NonProfit Status

You will complete a form SS-4 designating that the type of business is to be nonprofit and what kind of entity. This will start the process of gaining an EIN number.

Step three: File your articles of incorporation and bylaws with your state.

You want to pick a name, answer a few questions and then submit the paperwork to the right entity.

You will need to choose your founding board at this time also. You need – at a minimum – president, secretary and treasurer.

** The Nonprofit Success Group offers a simple Business Planning package that starts at \$3000. See our website for more details: <https://npsuccessgroup.com/services>