

How to Start a Nonprofit from Scratch Checklist



We have training and services available for all steps in this list if needed.

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"We grow better together."
Robert and Tracy Clark

PLANNING PHASE



- What is My Why? (If you don't feel passionate about the mission stop here!) Before you will ever be able to sell a donor or foundation on your mission, you must first sell yourself!
- If someone asked me for funding for my exact same mission, and I had the funding available, would I give it to them?
- Who is this organization for? (The more specific, the better!)
- Come up with 3 Name Options for your organization and select a President, Secretary, and Treasurer
- Write a 2 Sentence Mission Statement
- Search your Secretary of State Website to see if your name is available.

GETTING LEGIT



- File Articles of Incorporation with your State
- Obtain EIN (from IRS EIN website)
- Open Nonprofit Banking Account
- File for 501c3 Tax Exempt Status
- Set up Payment Processor (paypal.me is my favorite)

MARKETING PLAN



- Set up Trello board or other coworking app to Organize Tasks
- Hold your first Board Meeting
- Set up Website and Social Media Pages
- Write Master Grant Proposal/Business Plan
- Do a Grant Search and start submitting proposals to foundations and businesses.
- Set up products, services, and events.