

QUESTIONNAIRE FOR POTENTIAL NONPROFITS

Name of your organization: _____

Contact Person: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Explain how you decided on the idea for your program: _____

Have you incorporated your organization? Yes No

If yes, what is the date of incorporation? _____

Have you drafted bylaws for your organization? Yes No

Has your board of directors held its first meeting and adopted the bylaws? Yes No

If you have **NOT** incorporated:

Have you decided how your organization will be operated? Who will run the organization?
What will each individual's responsibilities be? Please be as detailed as possible.

Do you have a mission statement? Yes No

The application for Recognition of Exemption requires a detailed narrative statement describing all the activities your organization plans to conduct, and the amount of time (%) that you intend to dedicate to each activity, including fundraising and administrative

activities. It also requests that you provide a detailed timeline outlining when you expect to be fully operational.

Have you developed a business plan for your organization? Yes No

What types of services will your organization provide? _____

How will you administer these services? _____

Will you limit your services to a particular group of people? Yes No

Which groups will receive your services? _____

How will you determine if an individual qualifies for your services? What will be your eligibility process?

Are you aware of any other organization in your area that is providing the same types of services or conducting the same types of activities that you plan to conduct?

Please provide a detailed description of your budget. What do you expect funds/donations to be? What do you expect your expenses will be? It is often helpful to set up a spreadsheet for this type of information.*

*This information is **required** on page 8 of Form 1023, Application for Recognition of Exemption under § 501(c)(3) of the Internal Revenue Code. In the case of a newly formed corporation, you need a 2-year projected budget *excluding* the current year. If you are **not** a newly formed corporation, please be prepared to provide financial statements from previous years.

Have you developed any publicity material? Yes No

Who will run your organization? For example,

Will you have salaried employees? Yes No

Will you have volunteers? Yes No

How will you recruit volunteers? _____

Have you applied for or received an EIN? _____

Do you have an office? _____

Please add any other information you think would be helpful about your organization.
