



**Non-Profit Council**

# Non-Profit Resource Guide

## Contents

Establishing a Non-Profit .....	3
Get your Employer Identification Number: .....	3
Register with the appropriate state agencies: .....	3
Apply for tax exemption: .....	3
Volunteers .....	4
Technology and discounts for nonprofit organizations .....	4
Grant Searching .....	4
Document retention: .....	4
Reoccurring licensing/paperwork .....	4
Events .....	5
• Banner over Main Street in Culpeper .....	5
• ABC Licensing for Banquets/Events .....	5
• Health Department Permits for events utilizing food vendors .....	5
• Gambling/raffle/bingo permits: .....	5
• Marketing Opportunities/best practices .....	5
990 best practices .....	5
Grant writing resources .....	5

# Establishing a Non-Profit

Starting a Nonprofit Toolkit & Checklist - [CNE Toolkits - Center for Nonprofit Excellence \(thecne.org\)](#)

Includes:

- Things to consider
  - Market Research & Gauging Community Support
  - Business Plan
  - Budget template
  - Funding Streams & Financial Sustainability
  - Mission & Vision Statements
  - Articles of Incorporation
  - Bylaws
  - Building the Board
- 
- The Foundation Group – Starting & Maintaining a Nonprofit in Virginia: A Step by Step Guide - [How to Start a Nonprofit in Virginia - Foundation Group® \(501c3.org\)](#)
  - National Council of Nonprofits – Good Governance Policies for Nonprofits - [Good Governance Policies for Nonprofits | National Council of Nonprofits](#)

## Get your Employer Identification Number:

- Request from the IRS, done via online application - [Apply for an Employer Identification Number \(EIN\) online | Internal Revenue Service \(irs.gov\)](#)
- Apply for an account number with the Virginia Employment Commission - [Tax Filing / Registration | Virginia Employment Commission](#)

## Register with the appropriate state agencies:

- Virginia Department of Agriculture and Consumer Services to register as a charitable organization - [Charitable Solicitation \(virginia.gov\)](#)
- Department of Revenue to register for state business taxes - [iReg Login \(virginia.gov\)](#)

## Apply for tax exemption:

- 501(c)(3) tax exemption. The IRS provides an outline of things to consider before applying for tax-exempt status. - [Applying for tax-exempt status | Internal Revenue Service \(irs.gov\)](#)
- Incorporation with the state creates the legal entity, but filing with the IRS for 501(c)(3) tax-exempt status, if approved, allows for donations to be tax-deductible.
- See IRS revised Form 1023 for applying for tax-exempt status. [IRS revises Form 1023 for applying for tax-exempt status | Internal Revenue Service](#)

## Volunteers

- The PATH Volunteer Hub - [PATH Volunteer Hub \(letsvolunteer.org\)](https://letsvolunteer.org)
- JustServe - [JustServe](https://www.justserve.org)
- Chamber Advantage Newsletter
- Chamber Job Posting through ChamberMaster

## Technology and discounts for nonprofit organizations

- TechSoup - [TechSoup – Technology for nonprofits, charities, and libraries](https://www.techsoup.org)  
-discounts and offers from Microsoft, Hootsuite, Adobe, HP, Intuit, DocuSign, Zoom and more!
- Canva Free for Nonprofits - [Canva for Nonprofits eligibility guidelines | Canva](https://www.canva.com/for-nonprofits/)
- Google Ads - [Google Ad Grants - Free Google Ads for Nonprofits](https://www.google.com/ads/nonprofits/)

## Grant Searching

- PATH Foundation Grants - [Our Grants – PATH Foundation \(pathforyou.org\)](https://www.pathforyou.org/grants/)
- PATH Foundation Grant Search - [PATH Foundation \(pathforyou.org\)](https://www.pathforyou.org/grant-search/)
- Grants.gov - [Home | Grants.gov](https://www.grants.gov/)
- Northern Piedmont Community Foundation - [NPCF](https://www.npcf.org/)
- Foundation Directory online – at the PATH Foundation

## Document retention:

- [Sample Document Retention Policy](#)
- [AICPA recommended length of retention](#)

## Reoccurring licensing/paperwork

- IRS Annual Filing & Forms - [Annual filing and forms | Internal Revenue Service \(irs.gov\)](https://www.irs.gov/efile)
- Employment Taxes - [Employment Taxes for Exempt Organizations | Internal Revenue Service \(irs.gov\)](https://www.irs.gov/efile)
- Virginia Employment Commission - [Tax Filing / Registration | Virginia Employment Commission](https://www.vac.com/)
- Charitable Solicitation
  - If the organization filed on the Form 100 and was granted an exemption to the filing requirements, the registration does not have to be renewed. If the organization filed on the Form 102, a yearly renewal is required.

- The registration is due on or before the 15<sup>th</sup> day of the 5<sup>th</sup> calendar month of the next fiscal year. Example: If the organization's fiscal year end is December 31<sup>st</sup>, the renewal registration is due on or before May 15<sup>th</sup> of the following year.

## Events

- Banner over Main Street in Culpeper
  - [Banner-application.pdf \(revize.com\)](#)
- ABC Licensing for Banquets/Events
  - [Banquet \(virginia.gov\)](#)
- Health Department Permits for events utilizing food vendors
  - Temporary Event Coordinator's Application – Required 10 Days Before Event [RRHD Temporary Event Coordinators Application\\_update 5\\_2023.pdf](#)
  - Temporary Food Service Vendor Application – Required 10 Days Before Event [RRHD Temporary Event Coordinators Application\\_update 5\\_2023.pdf](#)
- Gambling/raffle/bingo permits:
  - In accordance with the Code of Virginia, any organization wishing to conduct bingo or other charitable gaming activities; or anticipating gross receipts of \$40,000 or more from its raffle activities within any 12 month period, must file a [Charitable Gaming Permit Application](#).
- Marketing Opportunities/best practices
  - Newspaper
  - Real People, Local Issues on 103.1 WJMA

## 990 best practices

- [How to File a Form 990: Best Practices for Easy Preparation - Foundation Group® \(501c3.org\)](#)
- \$200,000 in gross receipts before you have to do the full 990 and not the 990-EZ

## Grant writing resources

- Universal Class – [Online Course: Grant Writing 101 - CEU Certificate \(universalclass.com\)](#)
- Candid Learning NonProfit Educational resources and sample documents  
- [Candid Learning | Trainings in nonprofit fundraising, proposal writing, grants](#)

- Library resources – any library card member has access to Gale Legal forms, Grant writing CEU Courses, language learning tools