

Creating a non-profit in 2016

1. Make sure that you have funding secured - this means written confirmation (save all emails).
2. Create your initial Board and Executive Committee. Minimum 3 people. (President, Secretary and Registered Agent). *You can pay for a registered agent making the minimum 2. A member of the Executive Committee can be the Chairman of the board at the beginning.*
3. Create your bylaws. Rocket Lawyer has samples for each state:
(https://www.rocketlawyer.com/sem/non-profit-bylaws.r?id=1547&partnerid=103&gclid=CjwKEAiA94nCBRDxismumrL83icSJA AeEETQTEF5B3n0 utjvAaffc2rYhAvRUETlkprc1D7y4AqNB0CbA_w_wcB#/).
Consult with a lawyer if possible to review the bylaws. It is also very important to indicate where money will go if dissolution happens.
4. Check if your state allows to incorporate and operate in Delaware. If it does go this route:
<http://www.swyftfilings.com/sem-inc/de/incorporate-in-delaware>
5. Take advantage of the 1053-EZ for applying for 501c3 status. This reduces time significantly.
<https://www.irs.gov/uac/newsroom/new-1023-ez-form-makes-applying-for-501c3tax-exempt-status-easier-most-charities-qualify>
6. At this point, you can start operations. Listed below are a few resources that I found extremely useful:
 - a. **Google Grants** – Up to 10k in google ads per month + free email and all the google docs tool. Also a fundraising tool.
<https://www.google.com/grants/>
 - b. **Facebook for nonprofits** – Tracking tools for engagement and advertisement on Facebook. Facebook advertisement is super important for in-person events. Fundraising tools included.
<https://nonprofits.fb.com/>
 - c. **LinkedIn for nonprofits** – Really helps with building a board and professional contributors.
<https://nonprofit.linkedin.com/>
 - d. **Amazon smile** – Probably the easiest way to gets some extra funds.
<https://smile.amazon.com>
 - e. **Pass the plate** app that allows people to automatically donate from their phones to 501c3.
7. Websites that you need to be aware of:
 - a. Searching for new grants
<https://www.grantwatch.com/>
<http://www.grants.gov/>
 - b. Legitimizing yourself
<http://guidestar.org>
<http://www.charitynavigator.org/>
 - c. Finding other non-profits
<https://www.irs.gov/charities-non-profits/search-for-charities>