

Nonprofit Resources

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Georgia Center for Nonprofits

100 Peachtree Street, Suite 1500
Atlanta, Georgia 30303
Phone: 678-916-3000 or 800-959-5015
info@gcn.org
www.gcn.org

Community Connection of Northeast Georgia

Fenwick Broyard III, Executive Director
1865 W. Broad Street, Suite C
Athens, GA 30606
Phone: 706-353-1313 x235
fbroyard@CommunityConnection211.org
www.CommunityConnection211.org

University of Georgia Institute for Nonprofit Organizations

University of Georgia
Athens, GA 30602
<http://www.ssw.uga.edu/>
Community Resources:
<http://ssw.uga.edu/nonprofit/resources.html>

Georgia Department of Community Affairs

60 Executive Park South, NE
Atlanta, GA 30329
Phone: (404) 679-4940; (800) 359-4663
www.dca.ga.gov

Grants.gov

U.S. Department of Health and Human Services
200 Independence Avenue, S.W.
HHH Building
Washington, DC 20201
Phone: 1-800-518-4726
support@grants.gov
www.grants.gov

National Council of Nonprofits

1200 New York Avenue, NW
Suite 700 Washington, DC 20005
Phone: (202) 962-0322
www.councilofnonprofits.org/

UGA Continuing Education Center

Grant Writing, Nonprofit Courses
1197 South Lumpkin Street, Athens, Georgia
30602
Phone: 706-542-3537
<http://www.georgiacenter.uga.edu/courses/grant-writing-nonprofit>

SCORE Business Planning Tools for Non-Profits:

<https://www.score.org/resources/business-planning-tools-nonprofits>

Non-Profit Notes from Dr. Tom Holland

(retired UGA Professor, School of Social Work, Institute for Nonprofit Organizations)

From an IRS perspective, you as the “founder” of the non-profit must first decide on who is to receive the benefits or services/products of the non-profit. The people that you are helping through the formation of your non-profit, must be a “deprived class,” handicapped, poor, people who otherwise would not be able to get help. Having a non-profit entity which “sells” to Wal-Mart, would not be allowed as Wal-Mart is not a deprived class, and has the capacity pay for its service needs. A non-profit can service the needs of another non-profit.

The first step it to register your non-profit with the IRS using form 1023.

The instructions for this form are located here:

<http://www.irs.gov/pub/irs-pdf/i1023.pdf>

In order to register using this form, there are things you will need in order to complete the form. These include:

- 1) A clear mission statement.
- 2) At least three other people to serve on the Board of Directors. The Founder can be on the Board. The Board hires the CEO. In some cases the CEO could be founder, and then may or may not be in the Board.
- 3) The Board of Directors creates by-laws. These by-laws are submitted with form 1023.
- 4) Must include Articles of Incorporation.
- 5) Must submit a budget that is reasonable.
- 6) Mail form and check (anywhere from \$350 to \$500).

The second step is to register with the corresponding Secretary of State.

For Georgia, the attached link to instructions are located here:

<http://sos.ga.gov/corporations/acrobat/applications/Filing%20Procedure%20-%20Corporation.pdf>

Complete Form C-100, located here: <http://sos.ga.gov/admin/uploads/C100.pdf>

Send all of your paperwork including what was submitted to the IRS to the address in the instructions above.

In a few months, you will receive a letter of your non-profit acceptance (or denial). Keep a copy for your records.

Form 990 must be completed each year for the IRS. Instructions for this form are located here:

<http://www.irs.gov/pub/irs-pdf/i990.pdf>

A few other notes....

Small Business owners can have both “For Profit” and “Not for Profit” Businesses. These entities must be kept separate from a business operations. One can be a subsidiary of the other. It is even possible for a “Non-Profit” to have a “For Profit” Subsidiary so long as the “For Profit” business is in line with the mission of the “Non-Profit.” For example, Project Safe which is a shelter and a non-profit has a clothing store that is for-profit. The profits from this clothing store are then used to fund the non-profit’s mission of Project Safe.