

How to Start 501(c)(3) Nonprofit Organizations

1. Identify and validate a problem in the community
2. Write the solution and discuss it
3. Select a nonprofit name and determine a location
4. Establish the Board of Directors
5. File the Articles of Incorporation with Secretary of State Office
6. Complete the **Form 1023: Application for Recognition of Exemption**
 - a. Employer Identification Number (EIN)
 - b. Bylaws
 - c. Conflict of Interest Policy
 - d. Narrative Description of Activities
 - e. Fundraising Activities
 - f. Financial Data Report
 - g. Applicable Schedules
 - h. Checklist
 - i. \$600 Processing Fee
7. Earn **Determination Letter**
8. Implement program solutions in the community

How to Write Grant Proposals

1. Write the Problem Statement
 2. Write the Vision Statement
 3. Write the Mission Statement
 4. Write the Qualitative Objectives
 5. Write the Quantitative Goals
 6. Write the Program Description
 7. Write the Program Budget
 8. Write the Implementation Plan
 9. Write the Evaluation Plan
 10. Write the Sustainability Plan
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How to FIND Grant Money?

Requests for Proposals (RFPs) announce billions of dollars in grant money daily. In order to find grant money, you must find RFPs that are compatible to the work you are doing through your nonprofit organization and then apply for the grant money before the deadline.

There are three types of RFPs:

1. Corporate
2. Foundation
3. Government
 - a. City
 - b. County
 - c. State
 - d. Federal



Susan Woods, MBA

Susan Woods helps nonprofit professionals start, fund, manage, sustain, and reinstate 501(c)(3) nonprofit organizations across the United States. She helps nonprofit professionals earn 501(c)(3) status by completing their **Form 1023: Application for Recognition of Exemption**. She has a 100% approval rating from the Internal Revenue Service.

501(c)(3) Nonprofit Incorporation

Started Comprehensive Community Based Solutions, Incorporated in 2003 and earned 501(c)(3) in 2006. Operated the two programs below during the times indicated.

- Panorama Computer Learning Program (2003-2008)
- Emerging Leaders Mentorship Program for Black Male Youth (2008-2013)

Nonprofit Consulting Services

- Started facilitating nonprofit classes in 2007
- Started completing 501(c)(3) application packets in 2010

Nonprofit Management Certifications

- Nonprofit Management Certificate, Duke University, 2017
- Nonprofit Management Certificate, Winthrop University, 2016
- Nonprofit Management Certificate, Wake Forest University, 2015

Three-time graduate of Winthrop University, Rock Hill, SC

- Master of Business Administration degree, 2001
- Master of Arts Degree in Business Education, 1992
- Bachelor of Science in Business Administration, 1988

SUSAN WOODS NONPROFIT SOLUTIONS – 2020 CLASS SCHEDULE

#	Class Name	Date	Time	Location	Fee	Information
1	Grant Writing MasterClass	Saturday 01/04/20	08:00 am 04:00 pm	Drury Inn & Suites Hotel 8925 Red Oak Boulevard Charlotte, NC	\$90	Closed
2	How to START 501(c)(3) Nonprofit Organizations	Monday 01/20/20	08:00 am 12:00 pm	Drury Inn & Suites Hotel 8925 Red Oak Boulevard Charlotte, NC	\$50	Details + Enroll >>
3	Grant Writing MasterClass	Saturday 02/01/20	08:00 am 04:00 pm	Drury Inn & Suites Hotel 8925 Red Oak Boulevard Charlotte, NC	\$90	Details + Enroll >>
4	How to FUND 501(c)(3) Nonprofit Organizations	Saturday 02/15/20	08:00 am 12:00 pm	Drury Inn & Suites Hotel 8925 Red Oak Boulevard Charlotte, NC	\$50	Details + Enroll>>
5	Grant Writing MasterClass	Saturday 03/07/20	08:00 am 04:00 pm	Drury Inn & Suites Hotel 8925 Red Oak Boulevard Charlotte, NC	\$90	Details + Enroll >>
6	How to MANAGE 501(c)(3) Nonprofit Organizations	Saturday 03/21/20	08:00 am 12:00 pm	Drury Inn & Suites Hotel 8925 Red Oak Boulevard Charlotte, NC	\$50	Details + Enroll>>
7	Grant Writing MasterClass	Saturday 04/04/20	08:00 am 04:00 pm	Drury Inn & Suites Hotel 8925 Red Oak Boulevard Charlotte, NC	\$90	Details + Enroll >>
8	How to SUSTAIN 501(c)(3) Nonprofit Organizations	Saturday 04/18/20	08:00 am 12:00 pm	Drury Inn & Suites Hotel 8925 Red Oak Boulevard Charlotte, NC	\$50	Details + Enroll>>
9	Grant Writing MasterClass	Saturday 05/02/20	08:00 am 04:00 pm	Drury Inn & Suites Hotel 8925 Red Oak Boulevard Charlotte, NC	\$90	Details + Enroll >>
10	How to CREATE 501(c)(3) Program Budgets in Excel	Saturday 05/16/20	08:00 am 12:00 pm	Drury Inn & Suites Hotel 8925 Red Oak Boulevard Charlotte, NC	\$50	Details + Enroll>>