

NONPROFIT RESOURCES

To access this workshop's handouts on the Hartford Foundation for Public Giving, **Nonprofit Support Program** website use this link:

<http://www.hfpgnonprofitsupportprogram.org/i-need-help-with/new-start-up-nonprofits>

If you want to navigate directly to the page from NSP's home page:

- Go to www.hfpg.org/nsp
- Click on "I Need Help With" tab on the top of the webpage
- Click on the link "New/Start Up Nonprofits"
- The workshop handouts are under "Building & Sustaining Your Nonprofit"

NONPROFIT START- UP RESOURCES

Legal Assistance:

Connecticut Urban Legal Initiative, Inc. (CULI) provides legal services to nonprofit organizations from the campus of University of Connecticut School of Law. With the assistance of law students, CULI has provided a unique service learning opportunity for law students and critical legal assistance for the nonprofit sector that has been underserved for decades.

Connecticut Urban Legal Initiative, Inc. (CULI)

<http://www.culi-law.org/>

Barbara S. McGrath, Esq, Executive Director
860-570-5378 / barbara.mcgrath@uconn.edu

Pro Bono Partnership provides business and transactional legal services to nonprofit organizations serving the disadvantaged or enhancing the quality of life in neighborhoods in New York, New Jersey and Connecticut. Substantially leveraging the impact of its in-house legal staff, the Partnership annually recruits and mobilizes hundreds of attorneys from major corporations and law firms to donate their time and expertise on behalf of its nonprofit clients, enhancing their ability to improve conditions in their communities.

Pro Bono Partnership

<http://www.probonopartner.org/>

Priya Morganstern, Program Director
860-541-4951
[pmorganstern @Probonopartner.org](mailto:pmorganstern@Probonopartner.org)

Fiscal Sponsorship:

TSNE MissionWorks (formerly Third Sector New England) in Boston, MA – Through fiscal sponsorship, TSNE MissionWorks offers a home for unincorporated groups, projects and grass-roots coalitions in New England and New York that are building stronger communities and providing leadership in the non-profit field. For more information visit <https://www.tsne.org/fiscal-sponsorship> .

New England Grassroots Environmental Fund. The Grassroots Fund provides fiscal sponsor services to current grantee groups. <https://grassrootsfund.org/dollars/fiscal-sponsorship>.

NONPROFIT RESOURCES

Web-Based Resources:

NSP Resource Kit

- <http://www.hfpgnonprofitsupportprogram.org/i-need-help-with/new-start-up-nonprofits>

Free Management Library

- <http://www.managementhelp.org/>

Alliance for Nonprofit Management – Q&A

- <http://www.allianceonline.org/FAQ>

CT Community Nonprofit Alliance (formerly CT Association of Nonprofits) – starting a nonprofit

- <http://www.ctnonprofits.org/pages/NonProfitResources/StartNonProfit.asp>

Candid (formerly The Foundation Center) - Establishing a Nonprofit

- https://candid.org/?_ga=2.238582464.1333414248.1552059896-1433189473.1516656133

Minnesota Council of Nonprofits

- http://www.mncn.org/info_start.htm

Basic Infrastructure Checklist

- <https://www.mnaonline.org/principles-practices-checklist/file>

Principles and Practices for Nonprofit Excellence

- http://ctnonprofitalliance.org/wp-content/uploads/2016/12/PrinciplesAndPractices_Web.pdf

Small Business Administration business plan outline

- http://www.sba.gov/smallbusinessplanner/plan/writeabusinesplan/SERV_WRRITINGBUSPLAN.html

For other nonprofits, search by category

- www.infoline.org

Publications:

- ***Nonprofit Kit for Dummies*** by Stan Hutton, Frances N. Phillips, John Wiley & Sons, 2016.
- ***Starting and Running a Nonprofit Organization*** by Joan M. Hummel, Center for Nonprofit Management, University of St. Thomas, available through <http://www.stthomas.edu/cob/centers/nonprofit/research/publications.html>
- ***Starting & Building a Nonprofit, A Practical Guide*** by Peri H. Pakroo, JD, available through www.nolo.com
- ***Executive Directors Guide, The Guide for Successful Nonprofit Mangement*** by Deborah Linnell, Zora Radosevich, and Jonathan Spack, available through www.tsne.org
- ***Self-Help Accounting – A Guide for the Volunteer Treasurer***, available through www.energizeinc.com/store/2-104-E-1
- ***Bookkeeping Basics – What Every Nonprofit Bookkeeper Needs to Know*** by Debra L. Ruegg and Lisa M. Venkatrathnam, available through www.fieldstonealliance.org
- ***Financial Leadership for Nonprofit Executives*** by Jeanne Bell and Elizabeth Schaffer, available through www.fieldstonealliance.org

Available through BoardSource at www.boardsource.org

- ***Ten Basic Responsibilities of Nonprofit Boards*** by Richard T. Ingram.
- ***The Board Chair Handbook*** by William and Linda Dietel
- ***The Board Building Cycle*** by Sandra Hughes, Berit Lakey, and Marla Bobowick

NONPROFIT RESOURCES

Technical Assistance and Business Planning:

- Visit the **New England Nonprofit Consultant Directory** at: <http://www.neconsultant.org/>
- **University of Hartford Entrepreneurial Center** – assists with business planning
<https://www.hartford.edu/ec/>
- **National Executive Service Corps (NESC)** at: <http://www.nesc.org/regions/central-connecticut/>
- Nancy Brennan, Senior Vice President & Regional Director, 860-951-7959 / nbrennan@nesc.org
- **SCORE / Greater Hartford SCORE** at: <https://greaterhartford.score.org/>

BOARD RESOURCES

Sarbanes-Oxley Implications for Nonprofit Organizations

- <https://www.urban.org/sites/default/files/publication/50636/311363-Nonprofit-Governance-and-the-Sarbanes-Oxley-Act.PDF>

Ask BoardSource & BoardSource FAQ

- <http://boardsource.org/QnATop.asp>

Blue Avacado and CompassPoint Board Café Archives (funny name, great source on Boards!)

- <https://blueavocado.org/>
- <https://www.compasspoint.org/board-caf%C3%A9-archives>

Nonprofit Genie

- <http://www.pointk.org/resources/node/187>

Potential Board Members:

- **Leadership Greater Hartford** – Leaders On Board, a fee based opportunity to meet individuals who have an interest in serving on nonprofit boards at: <https://leadershipgh.org/leaders-on-board/>

Board Diversity and Inclusion:

- **Minority Inclusion Project** - Minority Inclusion Project exists to close the nonprofit racial leadership gap by developing pathways to leadership for people of color while helping community organizations become structurally and systemically diverse, equitable, and inclusive. At: <https://ctmip.org/>

GRANTWRITING AND FUNDRAISING RESOURCES

Workshops:

- **CT Community Nonprofit Alliance** <http://ctnonprofitalliance.org/education-training/#sec1>

Publications:

- **Program Planning and Proposal Writing**, available from www.tgci.com
- **The Foundation Center' Guide to Proposal Writing**, available from www.amazon.com or as a free downloadable audio book at: <https://grantspace.org/training/guide-to-proposal-writing-audiobook/>
- **Securing Your Organization's Future** by Michael Seltzer, available from www.amazon.com
- **Connecticut Grantmakers Online**, available at Hartford Public Library

NONPROFIT RESOURCES

Websites:

- **Foundation Center**, www.foundationcenter.org, see “Learning Lab” short course on grantwriting at: <http://foundationcenter.org/improve-your-skills/foundation-center-training>
- **Joyaux Associates**, free download library at: <https://www.simonejoyaux.com/learning-center/>
- **Connecticut Council for Philanthropy**, www.ctphilanthropy.org, see member list, articles on grantsmanship, periodic reports on fundraising in CT
- www.managementhelp.org

Newsletters:

- **Insider’s Guide to Fundraising**; Emerson & Church Publishers, available through www.contributionsmagazine.com/insidersguide.html
- **Grassroots Fundraising Journal**, available through www.grassrootsfundraising.org

Online fundraising resource:

- www.networkforgood.org

SOFTWARE FOR NONPROFITS:

- **TechSoup**. If you work at a nonprofit, library, or foundation in the U.S., your organization is potentially eligible for donated or discounted software, hardware, and services through TechSoup. At: <https://www.techsoup.org/>

ACCOUNTING SERVICES

- **Community Accounting Services (CAS)**: <http://www.communityaccountingaid.org/>
 - Pro bono accounting support to small businesses, individuals and small nonprofit organizations
 - Coordinates volunteer CPAs to assist small nonprofit organizations to obtain 501(c)(3) status, prepare IRS and state filings, set up bookkeeping systems and guide operating procedures
 - Developed the book “Starting A Small Business in Connecticut” which is available on website
 - **Sandra Desrosiers**, Executive Director 860-258-0218 / sdesrosiers.cas@gmail.com



Resources Regarding Nonprofit Governance and Operation of CT Organizations

February, 2019

LINKS TO USEFUL INFORMATION (By agency)

Internal Revenue Service

The IRS website is excellent overall - here is the link to the page on nonprofits:
<http://www.irs.gov/Charities-&-Non-Profits>

Other specific IRS links of interest:

IRS Publication 557, *Tax-Exempt Status for Your Organization* provides detailed information about various types of 501(c)(3) organizations, the bases for exemption, and how to apply for tax-exempt recognition. <http://www.irs.gov/pub/irs-pdf/p557.pdf>

IRS: Life Cycle of a Public Charity The IRS provides information, explanations, guides, forms and publications most charities will need as they proceed through the phases of their "life cycle." **Very useful.**
<https://www.irs.gov/charities-non-profits/charitable-organizations/life-cycle-of-a-public-charity>

IRS Publication 4221-PC - *Compliance Guide for 501(c)(3) Public Charities* provides information about activities that could jeopardize a public charity's tax-exempt status, record retention, federal tax reports and returns, and required disclosures <http://www.irs.gov/pub/irs-pdf/p4221pc.pdf>

IRS Online Training: *Stay Exempt: Tax Basics for 501(c)(3)s* <https://www.stayexempt.irs.gov/>

IRS Organization Reference Chart: Lists all the types of 501(c) organizations on pages 68 – 69
<http://www.irs.gov/pub/irs-pdf/p557.pdf>

IRS Publication 1771 - *Charitable Contributions: Substantiation and Disclosure Requirements* explains the federal tax law for charities that receive tax-deductible charitable contributions and for taxpayers who make contributions. <http://www.irs.gov/pub/irs-pdf/p1771.pdf>

IRS Publication 598 – *Tax on Unrelated Business Income of Exempt Organizations*
<http://www.irs.gov/pub/irs-pdf/p598.pdf>

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IRS Publication 3079 – Gaming Publication for Tax-exempt Organizations

<http://www.irs.gov/pub/irs-pdf/p3079.pdf>

Exempt Organizations – Required Filings <http://www.irs.gov/Charities-&-Non-Profits/Exempt-Organizations-Required-Filings>

FAQs regarding the Annual Reporting Requirements for Exempt Organizations

<http://www.irs.gov/Charities-&-Non-Profits/Questions-about-the-Annual-Reporting-Requirements-for-Exempt-Organizations>

FAQs about the Exempt Organization Public Disclosure Requirements <http://www.irs.gov/Charities-&-Non-Profits/Exempt-Organization-Public-Disclosure-and-Availability-Requirements>

E-file for Charities and Nonprofits <http://www.irs.gov/uac/e-file-for-Charities-and-Non-Profits>

Employment Taxes for Exempt Organizations <http://www.irs.gov/Charities-&-Non-Profits/Employment-Taxes-for-Exempt-Organizations>

Circular E – Employer’s Tax Guide <http://www.irs.gov/pub/irs-pdf/p15.pdf>

CT Secretary of the State

Searchable business information database (CONCORD) <http://www.concord-sots.ct.gov/CONCORD/online?sn=PublicInquiry&eid=9740>

Corporation Forms <https://portal.ct.gov/SOTS/Commercial-Recording/Commercial-Recording/Commercial-Recording-Division-Forms-Index>

Department of Consumer Protection

Publication: General Information Regarding Charitable Solicitation Requirements

<http://www.ct.gov/dcp/cwp/view.asp?a=1654&q=441268>

More information and links: <http://www.ct.gov/dcp/cwp/view.asp?a=1654&q=467358>

FAQs: <http://www.ct.gov/dcp/cwp/view.asp?a=1654&q=467354>

Regarding Games of Chance <http://www.ct.gov/dcp/cwp/view.asp?q=483094>

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State Elections Enforcement Commission

Information about State Contractor Contribution Ban

<http://www.ct.gov/seec/cwp/view.asp?a=3556&q=419310&seecNav=|>

CT Department of Revenue Services

General Information re exemption from sales tax for nonprofits:

<http://www.ct.gov/drs/cwp/view.asp?a=1541&q=270818>

Publication SN 98(11) *Exemption From Sales And Use Taxes Of Sales By Nonprofit Organizations At Fundraising or Social Events* <http://www.ct.gov/drs/cwp/view.asp?a=1514&q=268742>

Office of State Ethics

General information about Connecticut lobbying rules (see Plain-Language Guides)

<http://www.ct.gov/ethics/site/default.asp>

CT Department of Labor

Workplace Laws and Information <http://www.ctdol.state.ct.us/gendocs/legislation.html>

OTHER LOCAL AND CT RESOURCES

Pro Bono Partnership – pro bono legal assistance to qualifying nonprofits, including helpline services; website publications and FAQs; workshops; newsletters. <http://www.probonopartnership.org>

Connecticut Community Nonprofit Alliance – advocacy, services and resources for nonprofits in Connecticut <http://www.ctnonprofits.org/>

Community Accounting Services - pro bono accounting assistance for organizations with annual revenues under \$100,000 <https://communityaccountingservices.weebly.com/about-us.html>

Nonprofit Support Program of the Hartford Foundation for Public Giving - wide variety of educational programs, technical assistance and grants, primarily for more established organizations <http://www.hfpg.org/nsp/>

Hartford Public Library – Nonprofits and grants contact person, Daniel Alexandre dalexandre@hplct.org

New Haven Free Public Library – contact Seth Godfrey, Business and Nonprofit librarian, at 946-7431 or sgodfrey@nhfpl.org.

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New London Public Library – Nonprofit Resource Center and Cooperating Collection of Foundation Center; Contact the Head of Circulation, Ellen Paul, at epaul@lioninc.org.

Leadership Greater Hartford – Various programs to enhance Board functioning and governance www.leadershipgh.org Contact Ted Carroll, President at carroll@leadershipgh.org or (860) 951-6161 x17

OTHER GENERAL RESOURCES

BoardSource – Excellent resources for strengthening nonprofit Boards of Directors
<http://www.boardsource.org/>

CompassPoint Nonprofit Services - publications, FAQs, other links, including Board Café and Nonprofit Genie <http://www.compasspoint.org/>

Bolder Advocacy (a program of Alliance for Justice) - advocacy and information about lobbying by nonprofits; offers “real-time” tech support by phone <http://bolderadvocacy.org/>

Harbor Compliance/National Council of Nonprofits – white paper re charitable solicitation compliance
https://www.harborcompliance.com/landing-pages/national-council-of-nonprofits-fundraising-compliance-white-paper?utm_source=Charitable+Solicitation+Compliance&utm_campaign=d35c72d580-NCN_PR_CSR_1_26_2017&utm_medium=email&utm_term=0_67d614ca83-d35c72d580-131057725

Nonprofit Risk Management Center – wide variety of resources on insurance and risk management
<https://www.nonprofitrisk.org/>

Alliance for Nonprofit Management - Addresses best practices and capacity building
<http://allianceonline.org/>

LINKS TO FORMS

Form SS- 4 (EIN) (On-line version) <http://www.irs.gov/businesses/small/article/0,,id=102767,00.html>

Instructions to Form SS-4 <http://www.irs.gov/pub/irs-pdf/iss4.pdf>

Form 5768 (lobbying election) <http://www.irs.gov/pub/irs-pdf/f5768.pdf>

Certificate of Incorporation <https://portal.ct.gov/-/media/sots/CommercialRecording/AllForms/certofincnonstockcorppdf.pdf?la=en>

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Organization and First Report <https://portal.ct.gov/-/media/sots/CommercialRecording/AllForms/corporationpdf.pdf?la=en>

REG – 1 (CT tax registration #) https://portal.ct.gov/-/media/DRS/Forms/1-2018/Applications/REG-1_1218.pdf?la=en

CERT 119 (sales tax exemption – goods and services) <https://portal.ct.gov/-/media/DRS/Forms/1-2018/Certificates/CERT119pdf.pdf?la=en>

CERT 112 (sales tax exemption – food and lodging) <https://portal.ct.gov/-/media/DRS/Forms/1-2018/Certificates/CERT112pdf.pdf?la=en>

OS-114 (DRS Sales and Use Tax Return) https://portal.ct.gov/-/media/DRS/Forms/1-2018/SUT/OS-114_1218.pdf?la=en

Initial Charitable Organization Registration https://portal.ct.gov/-/media/DCP/pdf/Applications_Added_2017/INITIAL-CHARITY-REGISTRATION-APPLICATION-AND-INSTRUCTIONS-final-5-21-18-New-format-2.pdf?la=en

Charitable Organization Registration Renewal
[https://portal.ct.gov/-/media/DCP/pdf/Applications_Added_2017/CHR-Website-Renewal-Form-New-7-2018-\(02\).pdf?la=en](https://portal.ct.gov/-/media/DCP/pdf/Applications_Added_2017/CHR-Website-Renewal-Form-New-7-2018-(02).pdf?la=en) (paper form)

<https://portal.ct.gov/DCP/License-Services-Division/License-Division/To-Renew-Online>

CPC – 54 (charitable solicitation exemption) https://portal.ct.gov/-/media/DCP/pdf/Applications_Added_2017/CPC54ClaimofExemptRegFormMarch17pdf.pdf?la=en

Form 990 (annual IRS tax return) <http://www.irs.gov/pub/irs-pdf/f990.pdf>

Instructions to Form 990 <http://www.irs.gov/pub/irs-pdf/i990.pdf>

Form 990EZ <http://www.irs.gov/pub/irs-pdf/f990ez.pdf>

Instructions to Form 990 EZ <http://www.irs.gov/pub/irs-pdf/i990ez.pdf>

Form 990-N (e-postcard) <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>

Form 990T <http://www.irs.gov/pub/irs-pdf/f990t.pdf>

Instructions to Form 990T <http://www.irs.gov/pub/irs-pdf/i990t.pdf>

Schedule A to 990 <http://www.irs.gov/pub/irs-pdf/f990sa.pdf>

Instructions to Schedule A <http://www.irs.gov/pub/irs-pdf/i990sa.pdf>

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CT: Change of Address <https://portal.ct.gov/-/media/DRS/Forms/1-2018/Corporation/CT8822C0118pdf.pdf?la=en>

CT: Change of Registered Agent <https://portal.ct.gov/-/media/sots/CommercialRecording/AllForms/Ilc-2017/CHANGE-OF-AGENT-DOMESTIC-ALL-ENTITIES-72017.pdf?la=en>

CT: Certificate of Amendment (for change to certificate of incorporation) <https://portal.ct.gov/-/media/sots/CommercialRecording/AllForms/certofamendnonstockcorppdf.pdf?la=en>

[Re: the **Secretary of State's Annual Report**: The Annual Reports to the Secretary of State can be submitted online, with the \$50 payment made by credit card. However, the form can be accessed only by sign-in, and a blank version for review is not available on-line.]

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