

**PROJECT FUNDED BY:**

**U.S. DEPARTMENT OF AGRICULTURE  
RURAL BUSINESS DEVELOPMENT**

The USDA logo is centered in a white square. It features the word "USDA" in a bold, blue, serif font. Below the text is a stylized green landscape with rolling hills and a white path. The logo is surrounded by several overlapping circles in light blue, yellow, and orange, and a larger light blue circle that frames the white square.

**USDA**

# **Diné/Native American Non-Profit Toolkit**



**DINÉ COMMUNITY  
DEVELOPMENT  
CORPORATION, INC.**

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## WHO WE ARE

Diné Community Development Corporation, Inc. (DCDC) has been certified by the Navajo Nation & IRS 501 (C)(3) and is a Navajo corporation, directed and managed by experienced, well-educated Navajos, Native Americans and minority individuals and guided by American Indian community values. The Corporation is dedicated to the building of sustainable, self-sufficient, independent sovereign Navajo Nation rural communities, through the efficient allocation, and the concentration and preservation of Native American resources.

DCDC's goal is to develop and provide program services for commercial development; business development; cooperative development; agricultural development; education and training development; community development; youth development; housing development that will benefit underserved population within the Navajo Nation and other Native American communities.

## CONTACT US

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## NON-PROFIT RESOURCES

### TSNE

TSNE provides information and services to build the knowledge, power, and effectiveness of individuals, organizations and groups that engage people in community and public life.



[www.tsne.org/about-us](http://www.tsne.org/about-us)

### Global Giving

LIST: Free Resources For Nonprofits + Small Businesses During COVID-19  
Explore a list of free products and services that will help your nonprofit or small business manage new challenges posed by the COVID-19 pandemic.

[www.globalgiving.org/learn/free-nonprofit-resources-covid-19](http://www.globalgiving.org/learn/free-nonprofit-resources-covid-19)



### Donate Smarter

Our goal is to help non-profits increase compliance, transparency, accountability, and raise awareness for their good works and specifically to align business and non-profits benefitting local communities through charitable contributions and corporate community involvement every day.

[www.donatesmarter.com/](http://www.donatesmarter.com/)



## NON-PROFIT FUNDING/GRANTS



### Foundation Directory Online (FDO)

A database with information on more than 13 million grants and 140,000 grantmakers. FDO contains unique search capabilities, making it easy for users to identify relevant prospects and handy tools to manage the funding process from start to finish.

[www.fdo.org](http://www.fdo.org)



### Funding Information Network (FIN)

Funding Information Network (FIN) consists of more than 400 libraries, community foundations, and other nonprofit resource centers, where we provide free access to Foundation Directory Online and conduct trainings for local communities.

<https://candid.org/improve-your-nonprofit/funding-information-network/>



### GuideStar Charity Check

GuideStar Charity Check allows users to confirm a nonprofit's eligibility for grants and contributions.

[www.guidestar.org](http://www.guidestar.org)



## NON-PROFIT FUNDING/GRANTS

### Grant Watch

View all current grant applications for nonprofit grants, for-profit grants, small business grants, Federal, state, foundation, corporate giving and local grants available on GrantWatch.com.

[www.grantwatch.com/all-grants.php](http://www.grantwatch.com/all-grants.php)



### Grants.gov

Provide a common website for federal agencies to post discretionary funding opportunities and for grantees to find and apply to them. Using the Grants.gov system makes it faster, easier and more cost effective for grant applicants to electronically interact with federal grant-making agencies. It also provides the following key benefits, among many others, to the grant community. Helping the grant community learn more about available opportunities.

[www.grants.gov/web/grants/support/about-grants.gov.html](http://www.grants.gov/web/grants/support/about-grants.gov.html)

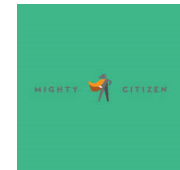


## NON-PROFIT RESOURCES

### Mighty Citizen

Mighty Citizen transforms mission-driven organizations through branding, marketing, and digital communications. We help nonprofits, governments, associations, and universities increase their impact and revenue by creating deeper connections with their audiences. We marry data with human-centered design to craft brands, build websites, and launch marketing campaigns that improve the world.

[www.mightycitizen.com/who-we-are](http://www.mightycitizen.com/who-we-are)



### First Nations

Through grant support, technical assistance and training, First Nations provides tribes and Native communities with the tools and resources necessary to create new community-based nonprofit organizations and to strengthen the capacity of existing nonprofits and tribal agencies or departments. For more than 35 years, First Nations has supported hundreds of model projects that help revitalize Native communities, while integrating social empowerment and economic strategies. First Nations believes that by bolstering tribal and community institutions, we are helping to build economically stronger and healthier Native communities for the long term.

[www.firstnations.org/our-programs/strengthening-tribal-community-institutions/](http://www.firstnations.org/our-programs/strengthening-tribal-community-institutions/)



## NON-PROFIT RESOURCES

### The Bridgespan Group

The Bridgespan Group is a global nonprofit that strives to make the world more equitable and just. Since 2000, we have had the privilege of advising and collaborating with many of the world's most extraordinary social change leaders including philanthropists, nonprofit and NGO leaders, and impact investors.



Our services include strategy consulting and advising, sourcing and diligence, and leadership team support. We take what we learn from this work and build on it with original research, identifying best practices and innovative ideas to share with the social sector.

[www.bridgespan.org/insights/library/leadership-development/52-free-development-opportunities](http://www.bridgespan.org/insights/library/leadership-development/52-free-development-opportunities)

### U.S. Small Business Administration

Created in 1953, the U.S. Small Business Administration (SBA) continues to help small business owners and entrepreneurs pursue the American dream. The SBA is the only cabinet-level federal agency fully dedicated to small business and provides counseling, capital, and contracting expertise as the nation's only go-to resource and voice for small businesses.

[www.sba.gov/business-guide/grow-your-business/native-american-owned-businesses](http://www.sba.gov/business-guide/grow-your-business/native-american-owned-businesses)



## NON-PROFIT FUNDING/GRANTS

### Navajo Transitional Energy Company

Navajo Transitional Energy Company (NTEC): Navajo Transitional Energy Company, LLC, is a wholly owned limited liability company of the Navajo Nation that was authorized by the Navajo Nation to purchase Navajo Mine in 2013. Navajo Mine is located on the Navajo Nation, south of Farmington, New Mexico.

[www.navajo-tec.com/about-ntec](http://www.navajo-tec.com/about-ntec)



### Freeport-McMoRan (FM): Native American Partnership Fund

The grant supports programs and projects that benefit the community as a whole, rather than individuals or small groups, in the areas of education and training, health and wellness, cultural preservation, economic development, and / or environmental protection / management. Applications must demonstrate program and project sustainability beyond the grant period, and supplemental matching funds are highly encouraged.

[www.freeportinmycommunity.com/](http://www.freeportinmycommunity.com/)



## NON-PROFIT FUNDING/GRANTS

### Native Learning Center

The mission of the Native Learning Center is to provide Native Americans with knowledge and skills that improves quality of life through housing related training programs.

[www.nativelearningcenter.com/grant-opportunities/](http://www.nativelearningcenter.com/grant-opportunities/)



### Native American Agriculture Fund (NAAF)

The Native American Agriculture Fund (NAAF) is the largest philanthropic organization solely devoted to serving the Native American agriculture community. NAAF is a twenty-year private charitable trust that will be in existence until September 2038. The mission of the NAAF is to provide grant funding in the following areas:

- Business Assistance
- Agriculture Education
- Technical Support
- Advocacy

[www.nativeamericanagriculturefund.org](http://www.nativeamericanagriculturefund.org)



## NON-PROFIT RESOURCES

### Nonprofit Quarterly

NPQ is known for our rigor and grounded understanding of nonprofits, civil sector movements, and philanthropy, and we have always depended upon our readership to help guide our editorial agenda. We believe this interplay of ideas and conversation is what keeps NPQ a relevant and trusted source for hundreds of thousands of practitioners across the country and beyond.

[www.nonprofitquarterly.org/about-us/](http://www.nonprofitquarterly.org/about-us/)



### The National Council of Nonprofits

The National Council of Nonprofits is a trusted resource and leading advocate for America's charitable nonprofits. Through our powerful network of state associations and 25,000-plus members—the nation's largest network of nonprofits—we serve as a central coordinator and mobilizer to help nonprofits achieve greater collective impact in local communities across the country. We identify emerging trends, share proven practices, and promote solutions that benefit charitable nonprofits and the communities they serve.

[www.nonprofitimpactmatters.org/](http://www.nonprofitimpactmatters.org/)



### Vitalyst Health Foundation AZ

From the beginning, Vitalyst has pursued how to best leverage available resources and assests in concert with those of the community and partners. Today, our work coalesces into three overarching goals: Informed Decision-Makers, Strong Community Partners, and Collaborative Networks.

[www.vitalysthealth.org](http://www.vitalysthealth.org)



## NON-PROFIT RESOURCES

### Native American Finance Officers Association

NAFOA is committed to supporting tribal economies through sound economic and fiscal policy, innovative learning opportunities, convening thought leadership, and developing resources for tribes that strengthen governance and exercise sovereignty.

[www.nafoa.org/](http://www.nafoa.org/)



### WWW Virtual Library – American Indians

Index of Native American Nonprofit Resources on the Internet.

[www.hanksville.org/NAresources/indices/NAnonprof.html](http://www.hanksville.org/NAresources/indices/NAnonprof.html)



### Taproot Foundation

Nonprofits – We connect you and your organization with skilled volunteers who donate their time and expertise pro bono. Nonprofit Resources – Our tools and research are the industry standard for using, doing, and building high-impact pro bono.

[www.taprootfoundation.org/](http://www.taprootfoundation.org/)



## NON-PROFIT FUNDING/GRANTS



Classy is a social enterprise that creates world-class online fundraising software for nonprofits, modernizing the giving experience to accelerate social impact around the world.

Marketing and Communications:

1. HubSpot – HubSpot is an inbound marketing platform. Unlike traditional marketing tactics like direct mail or cold calling, inbound marketing uses valuable content to attract people to your brand. Whether you're a nonprofit or a for-profit business, HubSpot's blogs offer a wealth of smart, valuable tips that any organization can apply to their marketing strategy.
2. The Storytelling Non-Profit – When it comes to communicating with your donors, stories can be a powerful tool to spur action. That's why The Storytelling Non-Profit exists. Through a variety of workshops, blog articles, and webinars, this resource offers excellent advice about how you can communicate and make meaningful connections with your donors through stories.

[www.classy.org/blog/11-tried-and-true-nonprofit-resources/](http://www.classy.org/blog/11-tried-and-true-nonprofit-resources/)

## NON-PROFIT FUNDING/GRANTS

### FDPIR and Rural Development Resources

United States Department of Agriculture Rural Development: This program provides grant money to assist with economic development planning and/or the financing or expansion of rural businesses.

[www.rd.usda.gov/programs-services/rural-business-development-grants](http://www.rd.usda.gov/programs-services/rural-business-development-grants)



### USDA Rural Development Community Facilities Direct Loan & Grant Program

This program provides affordable funding to develop essential community facilities in rural areas. An essential community facility is defined as a facility that provides an essential service to the local community for the orderly development of the community in a primarily rural area, and does not include private, commercial or business undertakings.

[www.rd.usda.gov/programs-services/community-facilities-direct-loan-grant-program](http://www.rd.usda.gov/programs-services/community-facilities-direct-loan-grant-program)



### Seventh Generation Fund (SGF)

SGF have long recognized the critical need at the Native grassroots community level for access to resources, technical assistance, and training to address an overall need for healthy and sustainable environments. Our work throughout the Americas has consistently been based on traditional Native concepts of holistic ecological stewardship.

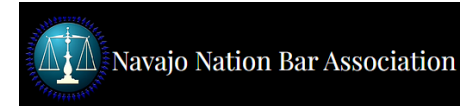
[www.7genfund.org](http://www.7genfund.org)



## NON-PROFIT RESOURCES

### Navajo Nation Bar Association

[www.navajolaw.info](http://www.navajolaw.info)



### The Office of the Navajo Tax Commission

ONTC administers and audits nine taxes in the Navajo Nation, the largest Indian reservation in the United States. Our mission is to promote tribal sovereignty by collecting tax revenues and to provide taxpayers quality service by helping them understand their tax responsibilities through fair and just application of Navajo tax laws.

[www.tax.navajo-nsn.gov/](http://www.tax.navajo-nsn.gov/)



### Alliance of Arizona Nonprofits

Founded in 2004, the Alliance of Arizona Nonprofits is a trusted resource and advocate for Arizona's nonprofit sector. Comprised of more than 1,000 members across the state, both nonprofits and those in the community who support them, the Alliance is dedicated to furthering the common interests of Arizona's nonprofit community.

[www.arizonanonprofits.org/](http://www.arizonanonprofits.org/)





## NON-PROFIT RESOURCES

### AIBL

The mission of AIBL is to increase the representation of American Indians and Alaska Natives in business and entrepreneurial ventures through education and leadership development opportunities.



[www.aibl.org/about](http://www.aibl.org/about)

### NativeWeb

NativeWeb is an international, nonprofit, educational organization dedicated to using telecommunications including computer technology and the Internet to disseminate information from and about indigenous nations, peoples, and organizations around the world; to foster communication between native and non-native peoples; to conduct research involving indigenous peoples' usage of technology and the Internet; and to provide resources, mentoring, and services to facilitate indigenous peoples' use of this technology.



[www.nativeweb.org/resources/organizations/non-profit\\_organizations/](http://www.nativeweb.org/resources/organizations/non-profit_organizations/)

### Native American Capital

Native American Capital fosters and promotes business and economic development in Indian Country through investment of private equity capital in promising new and developing high growth businesses in Native American and Alaskan Native communities. NAC also provides the technical assistance necessary to ensure the growth, development and profitability of these enterprises.



[www.nativeamericancapital.com/](http://www.nativeamericancapital.com/)

## NON-PROFIT FUNDING/GRANTS

### DreamSpring

DreamSpring is an award-winning nonprofit organization that increases access to credit, makes loans, and provides a community of support to help entrepreneurs realize their dreams.



DreamSpring

[www.dreamspring.org](http://www.dreamspring.org)

### The Loan Fund

The New Mexico Community Development Loan Fund (dba the Loan Fund) is a nonprofit community lender providing loans and lines of credit to small businesses, business startups, and nonprofits throughout New Mexico that typically are unable to obtain financing through traditional lending sources. The Loan Fund also provides clients with consulting and training services. The Loan Fund is one of 11 U.S. Treasury Department certified Community Development Financial Institutions (CDFI) in New Mexico.



[www.loanfund.org](http://www.loanfund.org)

### Angel Capital Association (ACA)

ACA is collective of accredited angel investors, North America's most prolific early-stage investment class. The association is the largest angel professional development organization in the world. It serves as the industry voice for the North American angel community and the public policy advocate for the U.S. professional angel community.



ANGEL CAPITAL ASSOCIATION

[www.angelcapitalassociation.org](http://www.angelcapitalassociation.org)

## NON-PROFIT FUNDING/GRANTS

### FDPIR and Rural Development Resources

The National Association of Investment Companies (NAIC) is a Washington DC-based trade association and the largest network of diverse-owned alternative investment firms. Through education, advocacy and other innovative programs, the NAIC is focused on increasing the flow of capital to high-performing diverse investment managers often underutilized by institutional investors. NAIC's membership consists of over 180 firms representing over \$300 billion in assets under management (AUM).



[www.naicpe.com](http://www.naicpe.com)

### Small Business Investor Alliance (SBIA)

This program provides affordable funding to develop essential community facilities in rural areas. An essential community facility is defined as a facility that provides an essential service to the local community for the orderly development of the community in a primarily rural area, and does not include private, commercial or business undertakings.

[www.rd.usda.gov/programs-services/community-facilities-direct-loan-grant-program](http://www.rd.usda.gov/programs-services/community-facilities-direct-loan-grant-program)

### Seventh Generation Fund (SGF)

SGF have long recognized the critical need at the Native grassroots community level for access to resources, technical assistance, and training to address an overall need for healthy and sustainable environments. Our work throughout the Americas has consistently been based on traditional Native concepts of holistic ecological stewardship.

[www.7genfund.org](http://www.7genfund.org)

## NON-PROFIT RESOURCES

### Glasspockets

Glasspockets provides the data, resources, examples, and action steps foundations need to understand the value of transparency, be more open in their own communications, and help shed more light on how private organizations are serving the public good.

[www.glasspockets.org/](http://www.glasspockets.org/)



### GrantCraft

GrantCraft harnesses the practical wisdom of funders worldwide to provide free resources that improve the practice of philanthropy.

[www.learningforfunders.candid.org/](http://www.learningforfunders.candid.org/)



### GuideStar and Foundation Center APIs

GuideStar and Foundation Center APIs allow you to show our data on your websites.

[www.candid.org/use-our-data/apis](http://www.candid.org/use-our-data/apis)



## NON-PROFIT RESOURCES

### GuideStar Database

GuideStar Database includes data on 1.9 million 501c3 entities, making it easier to understand who they are and what they do. Donors can explore organizations and the issues that they want to support, while nonprofit leaders can benchmark their organizations against their peers.

[www.guidestar.candid.org/unlocking-worlds-largest-nonprofit-database/](http://www.guidestar.candid.org/unlocking-worlds-largest-nonprofit-database/)

C.

### Philanthropy News Digest (PND)

Philanthropy News Digest (PND), a daily news service of Candid, is a compendium of philanthropy-related articles and features culled from print and electronic media outlets nationwide as well as requests for proposals from foundations and job listings.

[www.philanthropynewsdigest.org](http://www.philanthropynewsdigest.org)

C.

### Foundation Landscapes

Foundation Landscapes are issue-based web portals that combine multiple resources, including data visualization tools, news, and original research, to illuminate key issues in philanthropy in a comprehensive and cohesive way.

[www.candid.org/explore-issues/foundation-landscapes](http://www.candid.org/explore-issues/foundation-landscapes)

C.

## NON-PROFIT FUNDING/GRANTS

### Donor Curve

In this step-by-step online learning experience, you will be guided by expert digital strategist, marketer, entrepreneur and founder of Donor Curve, Preston Cone, as he walks you through the nitty-gritty of applying for the Google Ad Grant — including the best practices, tips and resources to help your Nonprofit make the most out of the grant.

[www.go.donorcurve.com/google-grant](http://www.go.donorcurve.com/google-grant)



### Grants 4 Animals

Grants 4 Animals is NOT a nonprofit. However, it is a 100% bootstrapped soloprenuership born out of a passion and purpose to help animal-related nonprofits. Grants 4 Animals is funded exclusively by me. If you would like to support Grants 4 Animals.

[www.grants4animals.com](http://www.grants4animals.com)



## NON-PROFIT CERTIFICATION PROGRAMS



## NON-PROFIT RESOURCES

### Foundation Maps

Foundation Maps is an interactive mapping platform with data on millions of grants that allows users to reflect on their foundation's grantmaking activity, explore activity in the field, and discover new partners for collaboration.

[www.maps.foundationcenter.org/home.php](http://www.maps.foundationcenter.org/home.php)

C.

### Foundation Research

Foundation Research helps users keep up on trends in philanthropy with original research from our experts and commissioned custom reports for insights they need. We partner with organizations worldwide to produce custom statistics, reports, and baseline studies.

[www.fconline.foundationcenter.org](http://www.fconline.foundationcenter.org)

C.

### Foundation Websites

Foundation Websites provide eligible grantmakers with a free, customized website that can include program descriptions, application guidelines, grants lists, and other materials. We also offer a premium level of service for a fee.

[www.candid.org](http://www.candid.org)

C.

## NON-PROFIT RESOURCES

### GuideStar Nonprofit Profiles

Provides users with the information they need to make smart decisions, build connections, and learn from each other to achieve their missions. Nonprofits can update their profiles to amplify their stories and showcase their work.

[www.guidestar.org](http://www.guidestar.org)



### GrantSpace

A learning community that helps nonprofits worldwide become more viable grant applicants and build strong, sustainable organizations. GrantSpace offers online and in-person learning opportunities designed to develop skills, practices, and behaviors which best prepare people working in the social sector for success.

[www.grantspace.org](http://www.grantspace.org)



### Issuelab

Represents one of the largest platforms of social sector knowledge, containing more than 27,000 publicly available resources produced by nearly 7,000 organizations.

[www.issuelab.org](http://www.issuelab.org)



## NON-PROFIT CERTIFICATION PROGRAMS

### System for Award Management

The System for Award Management (SAM.gov) is an official website of the U.S. Government. There is no cost to use SAM.gov. You can use this site to:

- Register to do business with the U.S. Government
- Update, renew, or check the status of your entity registration
- Search for entity registration and exclusion records
- Search for assistance listings (formerly CFDA.gov), wage determinations (formerly WDOL.gov), contract opportunities (formerly FBO.gov), and contract data reports (formerly part of FPDS.gov).
- View and submit BioPreferred and Service Contract Reports
- Access publicly available award data via data extracts and system accounts

[www.sam.gov](http://www.sam.gov)



### The Navajo Nation Division of Economic Development

Navajo Nation Corporation Act Title 5, Chapter 19 : All corporate businesses must register as a foreign or domestic corporation as a means to gain permission to conduct business on the Navajo Nation. This registration process permits the formation of various corporate entities comprised of individuals, officers, and/or investors.

[www.navajoeconomy.org/certification-registration-services/](http://www.navajoeconomy.org/certification-registration-services/)



## NON-PROFIT CERTIFICATION PROGRAMS

### Arizona Corporation Commission

Articles of Incorporation – Nonprofit Corporation Instructions

[www.azcc.gov/docs/default-source/corps-files/instructions/c011i-instructions-articles-of-inc-nonprofit.pdf?sfvrsn=eac39497\\_4](http://www.azcc.gov/docs/default-source/corps-files/instructions/c011i-instructions-articles-of-inc-nonprofit.pdf?sfvrsn=eac39497_4)



### New Mexico Taxation and Revenue

On our website you should be able to find information you need to take care of your business tax obligations to our state. Whether you are a small business owner, a large, multinational corporation, a nonprofit organization or a sole proprietor, these pages will help. You can learn how to register your business, file, and pay your taxes either online or by paper return, take certain tax credits, change your contact information, and close or sell your business.

[www.tax.newmexico.gov/businesses](http://www.tax.newmexico.gov/businesses)

[www.tax.newmexico.gov/businesses/information-for-non-profits/](http://www.tax.newmexico.gov/businesses/information-for-non-profits/)



## NON-PROFIT RESOURCES

### Alliance of Arizona Nonprofits + Arizona Grantmakers Forum

Alliance members have access to an extensive group of member benefits and resources.

<https://files.constantcontact.com/8f0393ae801/7c59c515-a116-42c3-a81f-df41a319e611.pdf?rdr=true>



### Nonprofit Toolkit

Nonprofit Toolkit training is a service of Iris Creative Group, Inc. Since 1996 we've been working with nonprofits solving branding, design, marketing and fundraising challenges. This isn't theory to us. What we learn from doing this work daily, we put it into timely training for you.

[www.nonprofittoolkit.net/](http://www.nonprofittoolkit.net/)



### Columbus Foundation

The Columbus Foundation is the trusted philanthropic advisor® to more than 2,500 individuals, families, and businesses that have created unique funds and planned gifts to make a difference in the lives of others through the most effective philanthropy possible. More than 75 years strong, The Columbus Foundation is the eighth largest community foundation in the United States. The Foundation's new Giving Store is a one-stop shop for easy and effective philanthropy.

[www.columbusfoundation.org](http://www.columbusfoundation.org)



## NON-PROFIT RESOURCES

### Giving Tuesday

GivingTuesday is an opportunity for people around the world to use their individual power of generosity to remain connected and support their communities. It's not just one day – this is a global social movement that's working every day to fuel more generosity in service to building a more just and equitable world.

[www.columbusfoundation.org/nonprofit-center/nonprofit-toolkit](http://www.columbusfoundation.org/nonprofit-center/nonprofit-toolkit)



### 401 Gives

Nonprofit Toolkit. 401Gives is Rhode Island's first statewide day of giving. It's more than a day. It's a movement.

[www.401gives.org/info/nonprofit-toolkit](http://www.401gives.org/info/nonprofit-toolkit)



### Greenlining

This guide seeks to provide a solid strategy for nonprofit organizations looking to utilize social media as advocacy tools. Whether your organization is a social media veteran or beginner, we hope that the tips and practices provided will be useful as refreshers or new ideas. It's important to keep in mind that what works for one organization may not work for another. There is no one-size-fits-all approach to social media growth.

[www.greenlining.org/wp-content/uploads/2013/09/The-Art-of-Listening-Social-Media-Toolkit-for-Nonprofits.pdf](http://www.greenlining.org/wp-content/uploads/2013/09/The-Art-of-Listening-Social-Media-Toolkit-for-Nonprofits.pdf)



## NON-PROFIT CERTIFICATION PROGRAMS

### EIN - IRS

An employer identification number (EIN) is a nine-digit number assigned by the IRS. It's used to identify the tax accounts of employers and certain others who have no employees. The IRS uses the number to identify taxpayers who are required to file various business tax returns. EINs are used by employers, sole proprietors, corporations, partnerships, non-profit associations, trusts, estates of decedents, government agencies, certain individuals, and other business entities.

[www.irs.gov/taxtopics/tc755#:~:text=An%20employer%20identification%20number%20\(EIN,file%20various%20business%20tax%20returns](http://www.irs.gov/taxtopics/tc755#:~:text=An%20employer%20identification%20number%20(EIN,file%20various%20business%20tax%20returns)



### E-file - IRS

Electronic filing provides fast acknowledgement that the IRS has received the return and reduces normal processing time, making compliance with reporting and disclosure requirements easier. Charities and nonprofits can file the following forms electronically through an IRS Authorized e-File Provider.

[www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits](http://www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits)



## NON-PROFIT BOARD TRAINING



## NON-PROFIT RESOURCES

### Resource Media

A social media toolkit contains information and resources to push out and amplify a social media campaign/cause. It is similar to a press kit for promoting a news item, but the audience is your supporters and partners, rather than journalists or media contacts.

[www.resource-media.org/social-media-toolkit-creating-one-for-your-organization/](http://www.resource-media.org/social-media-toolkit-creating-one-for-your-organization/)



### Digital Lift

Digital Lift offers a hub of digital solutions, customized to solve some of your biggest challenges as a nonprofit. Our toolkits help your organization optimize a variety of processes with project management, grant management and donor management.

[www.digital-lift.org](http://www.digital-lift.org)



### File Articles of Incorporation

Your articles of incorporation are one of your organizations guiding documents (along with your bylaws and policies). Within your articles you will be officially declaring your organizations name, location, purpose, initial directors and more. Articles of incorporation typically get filed with your state's Secretary of State office.



[www.nonprofitally.com/start-a-nonprofit/articles-of-incorporation/](http://www.nonprofitally.com/start-a-nonprofit/articles-of-incorporation/)





## NON-PROFIT RESOURCES

### Nonprofit Articles of Incorporation Template & Sample form 501c3

This nonprofit help website is a complete source for starting a 501c3 charitable nonprofit organization by preparing your own Form 1023 Application.



[www.form1023.org/nonprofit-articles-of-incorporation-501c3-template-sample](http://www.form1023.org/nonprofit-articles-of-incorporation-501c3-template-sample)

### Articles of Incorporation Nonprofit: The Basic Information

After drafting your nonprofit bylaws, writing and filing the Articles of Incorporation is the next crucial, fundamental step to establishing a new nonprofit organization. You may get a little scared when you see all of the legal terminology, but don't worry! We are here to help clear up any confusion you may have and help simplify the process.



[www.springly.org/en-us/blog/articles-of-incorporation-nonprofit/](http://www.springly.org/en-us/blog/articles-of-incorporation-nonprofit/)

### Nonprofit Articles of Incorporation

Your nonprofit articles of incorporation is a legal document filed with the secretary of state to create your nonprofit corporation. This process is called incorporating. In some states, the articles of incorporation is called a certificate of incorporation or corporate charter.



[www.harborcompliance.com/information/nonprofit-articles-of-incorporation](http://www.harborcompliance.com/information/nonprofit-articles-of-incorporation)

## NON-PROFIT BOARD TRAINING

### The Robert's Rules Association (RRA)

The Robert's Rules Association (RRA) is the partnership of direct descendants of General Henry Martyn Robert formalized in 1960 to manage and advance the *Robert's Rule of Order* books and legacy.

The General authored the first version, a booklet, in 1876 to help provide order and fair play in meetings of deliberative assemblies. He with several descendants and colleagues updated, expanded, and republished the book over the decades to become the primary parliamentary authority used for groups and boards of all kinds to govern their meetings. In the 1990's. The RRA invited several parliamentary experts to join with Henry Martyn Robert III on the Authorship Team.

[www.robertsrules.com/who-is-rra/](http://www.robertsrules.com/who-is-rra/)



### BoardSource

BoardSource is the recognized leader in nonprofit board leadership research, leadership, and support. We provide leaders with an extensive range of tools, resources, and research data to increase board effectiveness and strengthen organizational impact, and serve as the national voice for inspired and effective board leadership. BoardSource is a 501(c)(3) organization.

[www.boardsource.org](http://www.boardsource.org)



## NON-PROFIT BOARD TRAINING

### BoardEffect

BoardEffect a Diligent brand delivers an agile board management solution optimized for governance leaders of nonprofits, higher education institutions, community healthcare organizations and credit unions with the right tools, analytics, and insights to drive more efficient, transparent, and secure governance.

[www.boardeffect.com](http://www.boardeffect.com)



### Get Fully Funded

We've raised millions through grants, events, direct appeal, and more. We've wrangled volunteers and Board members, getting them more involved in the nonprofit's work. We've built donor lists from scratch, created systems to streamline workflows, and pitched more stories to the media than we can count.

[www.getfullyfunded.com/the-10-roles-and-responsibilities-of-a-nonprofit-board-of-directors/](http://www.getfullyfunded.com/the-10-roles-and-responsibilities-of-a-nonprofit-board-of-directors/)



### National Council of Nonprofits

Board members are the fiduciaries who steer the organization towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as by making sure the nonprofit has adequate resources to advance its mission.

[www.councilofnonprofits.org/tools-resources/board-roles-and-responsibilities](http://www.councilofnonprofits.org/tools-resources/board-roles-and-responsibilities)



## NON-PROFIT RESOURCES



### Kinship Lending (Change Labs)

Change Labs is neither a bank nor a financial institution, they are pleased to partner with Nusenda Federal Credit Union's Co-Op Capital program to lend to Native American entrepreneurs and change makers along the Colorado Plateau. Co-Op Capital will provide your personal or business loan with 5% interest to help you manage your response to COVID-19. As a business owner, vendor, nonprofit leader, or startup founder, you don't have to start repaying your loan until four months after you receive your funds. There is no fee or cost to apply



[www.nativestartup.org/kinshiplending](http://www.nativestartup.org/kinshiplending)

## NON-PROFIT RECORDKEEPING

### Basic Recordkeeping Tips for Nonprofit Organizations

We understand that many of the staffs of nonprofit organizations in Wyoming do not have the time necessary to learn the ins and outs of the preferred methods of storing, handling, and keeping their records. With that in mind, we would like to offer a few tips to get you headed in the right direction.



[www.wyoarchives.wyo.gov/index.php/about-archives/guidelines-forms/basic-record-keeping-tips-for-nonprofit-organizations](http://www.wyoarchives.wyo.gov/index.php/about-archives/guidelines-forms/basic-record-keeping-tips-for-nonprofit-organizations)

### National Council of Nonprofits

Developing a document retention policy may seem overwhelming at first, but think of it as simply a record of what types of documents the nonprofit must retain and for how long. The policy should specify that the nonprofit will also adhere to a regular business practice of document destruction according to the schedule referred to in the policy.



[www.councilofnonprofits.org/tools-resources/document-retention-policies-nonprofits](http://www.councilofnonprofits.org/tools-resources/document-retention-policies-nonprofits)

## NON-PROFIT BOARD TRAINING

### Propel Nonprofits

This resource is intended to help nonprofit board members clarify your role so you can be effective in carrying out your nonprofit's mission. For nonprofits in Minnesota, the Attorney General's Office has a guide for board members that is a must-read related to your fiduciary duties and what you're legally responsible for; check with your respective Secretary of State and Attorney General for regulations. This guide is intended to supplement those baseline requirements.



[www.propelnonprofits.org/resources/board-roles-responsibilities/](http://www.propelnonprofits.org/resources/board-roles-responsibilities/)

### Personify Wild Apricot

At Boardable, we've worked with thousands of nonprofit boards to simplify board management and amplify their impact in their communities. After years of working with various causes, we're confident that we have a solid understanding of what capable governance looks like for nonprofits. Based on our knowledge and experience, we'll walk through seven core responsibilities of nonprofit boards.



[www.wildapricot.com/blog/nonprofit-board-responsibilities](http://www.wildapricot.com/blog/nonprofit-board-responsibilities)

### OnBoard

A nonprofit board of directors' responsibilities include establishing the organization's mission and vision, hiring and overseeing an executive director, and securing operating funds, among other roles. During the inception of an organization, different board member positions are set to establish authority and seniority within the group.



[www.onboardmeetings.com/blog/nonprofit-board-positions/](http://www.onboardmeetings.com/blog/nonprofit-board-positions/)

## NON-PROFIT RECORDKEEPING



### 501c3GO

We provide the entire legal corporate and 501c3 IRS structure for your 501c3 nonprofit, so you can concentrate on the nonprofit work you want to do.

[www.501c3go.com/nonprofit-record-keeping-part-1/](http://www.501c3go.com/nonprofit-record-keeping-part-1/)



## NON-PROFIT RECORDKEEPING

### EO Operational Requirements: Recordkeeping Requirements for Exempt Organizations

An exempt organization must keep books and records needed to show that it complies with the tax rules. The organization must be able to document the sources of receipts and expenditures reported on its annual return and on any tax returns it must file.

[www.irs.gov/charities-non-profits/eo-operational-requirements-recordkeeping-requirements-for-exempt-organizations#:~:text=What%20records%20must%20a%20tax,tax%20returns%20it%20must%20file](http://www.irs.gov/charities-non-profits/eo-operational-requirements-recordkeeping-requirements-for-exempt-organizations#:~:text=What%20records%20must%20a%20tax,tax%20returns%20it%20must%20file)

