



Nonprofit Organizational Profile

Please update annually - must be typewritten

Please be concise for easy reading. Carefully proofread all text.

Creating your organization's profile and submitting it to us is strongly encouraged. Your profile will provide Community Foundation staff the opportunity to showcase your organization and its programs and projects when meeting with our donors.

Organization Name: _____

Address: _____

Web Site Address: _____

Phone Number: _____

Fax Number: _____

E-Mail Address: _____

Executive Director: _____

List of Key Staff: _____

Total # of employees: _____

EIN #: _____

If you do not have an EIN number but are associated with a fiscal agent, enter the fiscal agent's EIN number and name of organization.

For those organizations that do not have, or are awaiting, tax-exempt status and are using a fiscal sponsor, the requested documents must be those of the fiscal sponsor.

Organization's mission:

Brief history of organization (include date of incorporation): Your organization's story is important to potential donors so thought should be given to how you want to portray your organization.

Organization's programs:

Does your organization currently have any pilot programs? If so, please explain.

Role of volunteers:

Geographic area/s served by your organization:

Categorize the work your organization does in the community and which population/s you serve (children/youth/adults/seniors/those with disabilities, etc.)

How is your organization funded (% of each): State _____ County _____ Federal _____

Private Contributions _____ Foundations/Other Grants _____ Other (please list) _____

List your Organization's Goals. These should represent organization-wide goals (NOT specific program or project goals)

Current Program or Project Needs

This allows your organization to highlight programs and projects that you wish to showcase to donors. Choose those that are of the highest priority for your organization. This information does not constitute an application or request for funding. Keep in mind that Community Foundation staff and our donors will have access to this information.

Please list specific program and project needs and timelines of each.

List the geographic area and specific population to be served by the programs or projects.

List the budget for each program or project.

Please include the following attachments:

- Board of Directors. Please list of the names and terms of Board Chair, officers, and members. This list gives our staff and donors insight as to the expertise of your Board.
- Current year organizational budget.

Signature of Executive Director

Date

Thank you for taking time to complete the Nonprofit Organizational Profile.

This information provides Community Foundation staff a way to quickly access current information about your organization when visiting with our fund holders about potential programs and projects they may be interested in funding.