

7 STEPS TO SETTING UP A NON-PROFIT



LAUREN COHEN, ESQ



e-Council Inc.com

- 1 Choose a name and develop a “tax-exempt” mission statement.
- 2 Appoint directors and draft bylaws / resolutions as appropriate.
- 3 Craft a non-profit business plan.
- 4 Incorporate in selected state – Corporation? Trust? Association?
- 5 Apply for IRS tax exemption and, once received apply for state tax exemption, as appropriate.
- 6 Obtain applicable licenses and permits to operate the business.
- 7 Secure Funding, set up events & apply for Grants

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