

The Nonprofit Directory

Profile Requirements

Organizations participating within the Nonprofit Directory must update their profile at least once a year in order to be eligible to receive competitive grants. An up-to-date profile is an excellent way to share accurate information with potential donors and the broader community.

The fields required to be completed on your Nonprofit Directory profile are listed below:

Profile Setup

- Causes (under “Add Your Organization’s Info” section)

Overview

- Mission Statement
- Organizational Overview
- Statement of Need
- Keywords
- Geographic Area Served

Organization

- Leadership (name, email, title, start date)

Programs*

- Name
- Goals
- Activities
- Results and Outcomes
- Measurements

*required for each program

Financials

- Financials (Current Fiscal Year) - entire section
- Do you have an Endowment?
- Are you currently in a Capital Campaign?

Legal

- EIN
- Tax Exempt Status
- IRS Letter of Determination (upload)
- Year of Incorporation
- IRS Ruling Year
- Legal Name
- State Documentation (upload)
- Board Chair
- Board of Directors - entire section
- Governance Practices - entire section

Wish List

- Wish #1
- Description
- Amount

The Nonprofit Directory Worksheet

You are welcome to use this worksheet to collect the information necessary to create your profile in the Nonprofit Directory. Then you can copy and paste the information into the profile fields.

You will need to upload:

Organization logo & Cover photo
IRS Letter of Determination
Florida Charitable Solicitations Permit

Optional upload:

Short video for "Your Story"

Manage Organization > Edit Information:

Organization Name: _____ Website: _____

Address: _____

Contact Information: (Name and Title) _____

Email: _____ Phone: _____

Choose three causes

You may add Administrators, but no other information needs to be populated under Manage Organization.

Profile Setup > Add Your Organization's Info

Website: _____

Upload Logo

Choose three causes

Profile Setup > Add Your Story:

Upload Cover Photo

Tell your story:

Video URL: _____

Search Keywords: _____

Overview

Mission Statement:

Organizational Overview: (2-3 short paragraphs)

Statement of Need:

Keywords: (up to seven)

Geographic Area Served:

East Naples

Everglades City

Golden Gate City

Golden Gate Estates

Immokalee

Marco Island

Naples

North Collier County

River Park

South Collier County

Organization

Leadership Name: _____ Title: _____

Email: _____ Start Date: _____

Programs (ONE program is required but you may add multiple programs)

Program Name: _____

Program Goals:

Program Activities:

Results and Outcomes:

Measurements:

Financials Current Operating Budget: _____

Fiscal Year Start: _____ Fiscal Year End: _____

How many months of operating reserves do you hold: _____

Do you have an Endowment or other Reserve/Investment Funds? _____

Are you currently in a Capital Campaign? _____

Legal

Federal Employer or Tax Identification Number (EIN): _____

Type of Tax Exempt Status _____

Upload IRS Letter of Determination of Tax Exempt Status

Year of Incorporation: _____ IRS Ruling Year: _____

Legal Name: _____

Other Names: (Organization dba/Formal Names) _____

Legal (continued)

Upload Florida Charitable Solicitations Permit

Expirations Date: _____

Board Chair Name: _____

Start Year: _____ End Year: _____

Number of Voting Board Members: _____

Length of Board Terms: _____

Number of Board Meetings in Last Fiscal Year: _____

Percent of Board Meetings with a quorum: _____

Percent of Board Members who made a gift last year: _____

Governance—Is there a written criteria for membership on the BOD? _____

Do Board Members sign a Conflict of Interest Policy? _____

Volunteer—You may add volunteer opportunities and contacts here (optional.)

Wish List (ONE wish required)

Wish: _____

Description:

Amount: (\$500—\$5,000) _____

When you transfer this information to your profile in the directory you may come across fields that look empty once you save—but just keep going. These fields are for CCF to review and once approved, the information will appear.

There are several optional fields that can be filled in, and complete profile tells your full story to potential donors—but the information on this worksheet will get your profile approved and published. Remember that you must **SUBMIT PROFILE FOR REVIEW** in order for CCF to review and publish it to the directory.

Your profile must be updated each year, but you may make edits to it at any time. The expiration date of your profile corresponds with the expiration date of your FL Charitable Solicitations permit. Please make sure this is uploaded annually.