



# Nonprofit Kit For Dummies

By Stan Hutton, Frances Phillips

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Tips and techniques to help your nonprofit thrive in any economy

Due to the recent downturn in the economy, a significant number of nonprofit organizations have experienced a major decrease in funding and contributions. *Nonprofit Kit for Dummies, 3rd Edition* caters to these organizations and shows you how your nonprofit can thrive and survive even in the current economic climate.

With 25% new and revised material, *Nonprofit Kit For Dummies, 3rd Edition* offers new tips and information on everything you need to navigate the process of setting up and effectively running a nonprofit organization.

- Covers raising money, applying for grants, and developing the perfect mission statement
- Details on how state laws vary; conducting program evaluations; and conforming to accounting standards
- CD includes forms, worksheets, templates, and more

Whether you're thinking about starting your own nonprofit or are already working in the sector, *Nonprofit Kit For Dummies, 3rd Edition* is a valuable source for getting the latest information and practical advice on running a prosperous nonprofit organization.

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## Nonprofit Kit For Dummies By Stan Hutton, Frances Phillips Bibliography

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### Editorial Review

#### From the Back Cover

The fast and easy way to help your nonprofit thrive

Need the latest information and practical advice on running a successful nonprofit? This friendly, easy-to-follow guide gives you everything you need to start and manage a charitable organization, from applying for your tax exemption to raising money to pay for your programs, and everything in between. Plus, you'll get expert guidance on how your nonprofit can survive (and thrive) in any economic climate.

- Getting started with nonprofits — establish your undertaking, write a winning mission statement, incorporate and apply for a tax exemption, and safeguard your nonprofit status
- Manning (and managing) your ship — build your board of directors, find volunteers, and hire and manage paid staff
- Showing the money — make a budget for programs and departments, project cash flow, prepare financial statements, and manage money systems
- Putting the "fun" in fundraising — raise money by approaching people you know, branching out with special events, approaching foundations, and considering government grants
- The A-Zs of grants — find grant givers, pass the screening questionnaire, write a proposal, and make the pitch

#### Bonus CD Includes

Letters, grants, budgets, contracts, and more to help your nonprofit run smoothly

Please see the CD appendix for details and complete system requirements.

Open the book and find:

- Tips for raising money
- Details on how state laws vary
- Instructions on applying for grants
- Advice on adapting in hard times
- Ways to conform to accounting standards
- Instructions on how to fill out tax forms to request tax exempt status
- Strategies for writing a winning mission statement
- Hints for marketing the good work of your organization
- Guidance on creating a home for your nonprofit

#### About the Author

Stan Hutton is the senior program officer at the Clarence E. Heller Charitable Foundation. Frances Phillips is the Program Director for the Arts at the Walter and Elise Haas Fund and a grantwriting instructor at San Francisco State University.

## **Users Review**

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#### **Kerri Goodman:**

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