

## CHECKLIST FOR 501C3

### Platinum Pack for New 501c3

**\$3,500.00**

- -Create Articles and By-Laws
- - Register with The Non-Profit Database
- - Call for Duns Number
- - Register for Sam Number
- - Create Dissolution Clause
- - Create Contribution Agreement
- - Grant Proposal
- - Create Fundraiser Proposal
- - Create Contract for Services Rendered
- - Create Sponsorship Letter
- - Create Client Application
- - Answer All questions regarding your program according to the Schedules needed for program(s) (Housing, Scholarships)
- - Complete 501c3 Application
- - Send application with fee required
- - Review with client regarding insurance
- - Review with client regarding grants