



**FAIRFAX COUNTY  
ECONOMIC DEVELOPMENT AUTHORITY**

# NONPROFIT START-UP GUIDE

## SIX STEPS TO STARTING A NONPROFIT IN FAIRFAX COUNTY AND WHERE TO TURN FOR HELP







# Get Started

- Research similar nonprofits.
- Get training in nonprofit organization and management.
- Create a mission statement for your nonprofit (purpose, method, clients).
- Choose a name, research availability and apply for a reserved name with the Virginia State Corporation Commission.

## RESOURCES

**Virginia State Corporation Commission**  
[cis.scc.virginia.gov/Account/NameCheckAvailability](https://cis.scc.virginia.gov/Account/NameCheckAvailability)

**Virginia Department of Taxation**  
[npo.tax.virginia.gov/VTOL\\_External\\_Entity/NPOLogin.xhtml](https://npo.tax.virginia.gov/VTOL_External_Entity/NPOLogin.xhtml)

**Fairfax County Government**  
[research.fairfaxcounty.gov/business/nonprofits](https://research.fairfaxcounty.gov/business/nonprofits)

**Volunteer Fairfax**  
[volunteerfairfax.org/for-non-profits/non-profit-training](https://volunteerfairfax.org/for-non-profits/non-profit-training)

**Fairfax County Public Library Grant Training and Research Center's Candid platform – training in nonprofit fundraising**  
[learning.candid.org](https://learning.candid.org)





# Get Organized

- Recruit and establish a Board of Directors.
- Recruit an incorporator to sign your organization's articles of incorporation.
- Appoint a registered agent to receive legal documents for your organization.

## RESOURCES

Leadership Fairfax and Volunteer Fairfax help connect nonprofits with volunteers looking for board opportunities.

[leadershipfairfax.org/event-4890284](https://leadershipfairfax.org/event-4890284)

Fairfax County Bar and Virginia Bar help individuals connect with lawyers.

- [fairfaxbar.org/page/LRS](https://fairfaxbar.org/page/LRS)
- [vlrs.community.lawyer](https://vlrs.community.lawyer)

Virginia State Corporation Commission  
[scc.virginia.gov/pages/Registered-Agents](https://scc.virginia.gov/pages/Registered-Agents)





# Register

- File Articles of Incorporation with the Virginia State Corporation Commission
- Draft bylaws and conflict of interest policies as governing documents for your nonprofit.

*Note: It is important to remember that an organization's bylaws and conflict-of-interest policy must be approved and adopted to receive 501(c)3 status from the IRS.*

- Hold an organizational meeting to elect directors, appoint officers and approve the employment structure for the nonprofit. The Board of Directors will approve the bylaws and conflict-of-interest policy, and other resolutions necessary to the creation of the organization.

## RESOURCES

### Virginia State Corporation Commission

- [scc.virginia.gov/pages/Virginia-Nonstock-Corporations](https://scc.virginia.gov/pages/Virginia-Nonstock-Corporations)
- [scc.virginia.gov/getattachment/720789db-bb07-433a-9c8c-432a69a4d8f3/scc819.pdf](https://scc.virginia.gov/getattachment/720789db-bb07-433a-9c8c-432a69a4d8f3/scc819.pdf)





# Taxes and Licenses

- Apply for an Employer Identification Number (EIN) from the IRS.
- Meet requirements for a Virginia non-stock corporation in order to receive state tax exemptions (form NP-1).
- Consult the IRS and a CPA experienced in helping nonprofits to determine your appropriate tax designation.
- Contact the Fairfax County Department of Tax Administration to determine if your nonprofit qualifies for property or business tax exemptions.

## RESOURCES

### U.S. Internal Revenue Service

- [irs.gov/forms-pubs/about-form-ss-4](https://irs.gov/forms-pubs/about-form-ss-4)
- [irs.gov/charities-non-profits/charitable-organizations/exemption-requirements-501c3-organizations](https://irs.gov/charities-non-profits/charitable-organizations/exemption-requirements-501c3-organizations)

### Virginia Department of Taxation

- [tax.virginia.gov/forms/search?category=5](https://tax.virginia.gov/forms/search?category=5)
- [tax.virginia.gov/nonprofit-organizations](https://tax.virginia.gov/nonprofit-organizations)

### Fairfax County Department of Taxation

[fairfaxcounty.gov/taxes/sites/taxes/files/assets/documents/pdf/business/non-profit-exemption-application.pdf](https://fairfaxcounty.gov/taxes/sites/taxes/files/assets/documents/pdf/business/non-profit-exemption-application.pdf)





## Taxes and Licenses (continued)

- File an initial registration statement with the Virginia Department of Agriculture and Consumer Services (VDACS) before soliciting funds or donations.
- Obtain a license from the Fairfax County Consumer Affairs Division before soliciting donations in the county.

*Note: Nonprofits registered with VDACS are exempt from county licensure for one year or until their VDACS registration expires, whichever comes first.*

### RESOURCES:

Virginia Department of Agriculture and Consumer Services (VDACS)  
[vdacs.virginia.gov/about-division-of-consumer-protection.shtml](https://vdacs.virginia.gov/about-division-of-consumer-protection.shtml)

Fairfax County Consumer Affairs Division  
[fairfaxcounty.gov/cableconsumer/csd/regulation-licensing/charitable-organization-registration-licensure](https://fairfaxcounty.gov/cableconsumer/csd/regulation-licensing/charitable-organization-registration-licensure)

U.S. Small Business Administration  
[sba.gov/business-guide/launch-your-business/apply-licenses-permits](https://sba.gov/business-guide/launch-your-business/apply-licenses-permits)





# Funding

- Research potential funders and donors.

## RESOURCES

Fairfax County Public Libraries

[fairfaxcounty.gov/library/grants](http://fairfaxcounty.gov/library/grants)

Fairfax County Public Libraries – Grants Research and Training Center (GRTC) is a community resource for nonprofit organizations seeking training (Candid) and for researching grant opportunities.

[fairfaxcounty.gov/library/grants](http://fairfaxcounty.gov/library/grants)

Grants.gov provides information on federal grant opportunities and agencies.

[grants.gov](http://grants.gov)

# Staffing

- Hire an executive director or director.
- Recruit volunteers or staff.

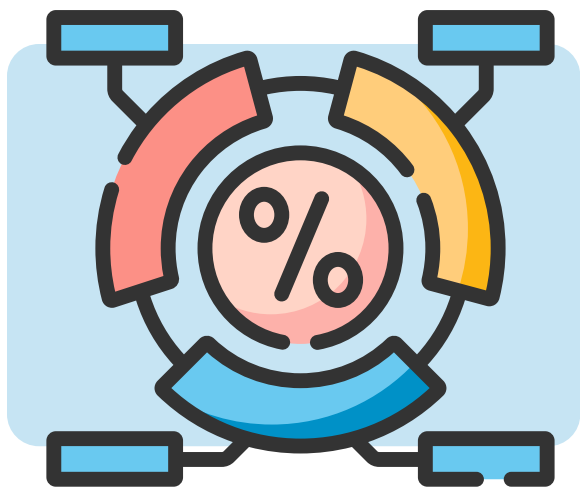
## RESOURCES

Volunteer Fairfax (volunteers)

[volunteerfairfax.org/](http://volunteerfairfax.org/)







# Cost Breakdown

- Virginia State Corporation Commission: Articles of Incorporation (Virginia Form SCC819) **\$75**
- IRS Employer Identification Number (EIN) **Free**
- Virginia State Corporation Commission: Reserve or Renew a Business Name (Virginia form SCC631) **\$10**
- IRS Tax Exemption **\$275-\$600**  
*(depends on form type and organization's tax designation)*
- Virginia Retail Sales and Use Tax Exemptions Application **Free**
- VDACS Charitable Organization
  - Registration **\$100**
  - Annual fee **\$30-\$325***(depends on gross contributions for the year)*
- VDACS Charitable Organization Solicitation Exemption Application **\$10**



# Resources

**Virginia State Corporation Commission**

[scc.virginia.gov](http://scc.virginia.gov)

*Check business name availability and reserve your organization's name, file Articles of Incorporation*

**Virginia Department of Taxation**

[tax.virginia.gov/index.php/forms](http://tax.virginia.gov/index.php/forms)

*File for tax exemption*

**Fairfax County Government Business and Nonprofits Resource**

[research.fairfaxcounty.gov/business/nonprofits](http://research.fairfaxcounty.gov/business/nonprofits)

*Resources on nonprofit fundraising*

**Volunteer Fairfax**

[volunteerfairfax.org/for-non-profits/non-profit-training](http://volunteerfairfax.org/for-non-profits/non-profit-training)

*Nonprofit training on volunteer management and board management and recruitment*

**IRS (Internal Revenue Service)**

[irs.gov](http://irs.gov)

*File for EIN, File for federal corporate income tax exemption*

**Leadership Fairfax**

[leadershipfairfax.org](http://leadershipfairfax.org)

*Board and Brew series that connects nonprofits and future board members*

**Fairfax County Charitable Registration and Licensing**

[fairfaxcounty.gov/cableconsumer/csd/regulation-licensing/charitable-organization-registration-licensure](http://fairfaxcounty.gov/cableconsumer/csd/regulation-licensing/charitable-organization-registration-licensure)

*Apply for a license for charitable solicitation in Fairfax County*

**Virginia Department of Agriculture and Consumer Services**

[vdacs.virginia.gov/about-division-of-consumer-protection.shtml](http://vdacs.virginia.gov/about-division-of-consumer-protection.shtml)

*Contact information for Charitable Solicitation Registration officials*





## Resources (continued)

### **Fairfax County Grants Research and Training Center**

[fairfaxcounty.gov/library/grants](http://fairfaxcounty.gov/library/grants)

*Community resource for nonprofit organizations, students, artists and other individuals seeking foundation grant opportunities.*

### **Federal Grants Database**

[grants.gov/web/grants/search-grants.html](http://grants.gov/web/grants/search-grants.html)

*Search for grant opportunities*

### **Small Business Administration**

[sba.gov/business-guide/launch-your-business/apply-licenses-permits](http://sba.gov/business-guide/launch-your-business/apply-licenses-permits)

*Search and apply for relevant business permits*

### **Fairfax County Bar**

[fairfaxbar.org/page/LRS](http://fairfaxbar.org/page/LRS)

*Connect with Fairfax County lawyers*

### **Virginia State Bar**

[vlrs.community.lawyer](http://vlrs.community.lawyer)

*Connect with Virginia lawyers*

### **Virginia Society of CPAs**

[connect.vscpa.com/memberresources/members/findacpa](http://connect.vscpa.com/memberresources/members/findacpa)

*Find a CPA in Virginia for your organization.*

### **Virginia State Corporation Commission Nonprofit FAQs**

[scc.virginia.gov/pages/Virginia-Nonstock-Corporations-FAQ](http://scc.virginia.gov/pages/Virginia-Nonstock-Corporations-FAQ)

*Relevant FAQs for starting a nonprofit in Virginia*

### **Fairfax County Nonprofit Grant Sustainability Program**

[fairfaxcounty.gov/neighborhood-community-services/nonprofit-sustainability-grant-program](http://fairfaxcounty.gov/neighborhood-community-services/nonprofit-sustainability-grant-program)

*Grant Program for nonprofits who provide critical safety net services in Fairfax County*



# What else can the FCEDA do for you?

- ❑ Visit the FCEDA website.
- ❑ Attend FCEDA classes and events.
- ❑ Let's meet to discuss potential clients, business partners and organizations that can help you start and expand your nonprofit.
- ❑ Subscribe to our weekly electronic newsletter.
- ❑ Follow the FCEDA on LinkedIn, Twitter, Instagram, YouTube and Facebook.



## **FAIRFAX COUNTY ECONOMIC DEVELOPMENT AUTHORITY**

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[fairfaxcountyyeda.org](http://fairfaxcountyyeda.org)