Guide to Claiming or Creating a Nonprofit Search Profile

Central Florida Foundation is excited to share the new and improved platform for Nonprofit Search!

The updated nonprofit profiles offer enhanced features, including an interactive map tool, a dedicated space to link directly to your donation page, and a customizable banner section.

If you had a profile on our previous platform

- [ ] You will need to claim your profile on the new site. To do so, send an email to Susan Ponce at nps@cffound.org with your name, title, organization's name, and preferred email for login.
- [ ] A Foundation team member will set up a username and password for you, connect your account to your organization's profile, and provide step-by-step instructions for accessing and updating your profile for publication.

If you are new to Nonprofit Search

- [ ] To set up a new profile, email Susan Ponce at NPS@cffound.org and include the following details:
  - Your name
  - Your role
  - Organization's name
  - Organization's EIN #
  - Organization's website or social media handle
  - Your preferred login email address
- [ ] Once the Foundation validates your information (verifying your 501c3 Public Charity status and learning about your work in the Central FL region) you will receive an email with your username, password and instructions.

Before you Begin

To make the process smoother, it's helpful to gather key information and documents in advance. Below are the required documents and graphics you'll need to upload:

- Logo and Banner images
- Board Attendance Sheet
- Plans: Fundraising, Strategic Plan, Continuity of Operations Plan, Technology Plan, Nondiscrimination Policy, Directors and Officers (D&O) Insurance Policy, Management succession / training plan, Policies and Procedures, Document Destruction Policy, Whistleblower Policy.
  *You have the option of selecting **Under Development,** if you are still working on these plans.
- 990 forms
- Balance Sheets and Profit & Loss statements
- Audit documents
- IRS Letter of Determination of Tax-Exempt Status
- State Charitable Solicitations permit issued by the Department of Agriculture

Navigating your Profile

Your organization's profile is organized into four main tabs to help you manage and update your information efficiently.

- **Dashboard Tab**
  This tab provides a snapshot of important metrics, including your profile completion percentage, total profile views, expiration date, and the number of users associated with your account. If any listed users are no longer active, please notify us.

  - If you click on View **My Profile**, you can see the profile currently looks in preview mode.
  - You'll also find a notifications area here—this will alert you to any outstanding items that need to be completed before your profile can be approved.

- **Organization Profile Tab**
  This tab includes all the key sections that must be completed for your profile to be approved and published on our site. Your profile is organized into five main sections: **Basic Information, Governance, Management, Financials, Donations**

  - Click the drop-down option to the right and select **All Fields** to expand each section.

- For each section, review the information in every field and make any necessary edits or additions. Once completed, click the **Save and Submit** button to send the section to CFF for approval.

1. **Basic Information:** Provide general details about your organization, including your official name, mailing address, EIN (Employer Identification Number), and mission statement. Be sure to include accurate contact information and select the appropriate service categories that best describe your work.

New in this section!

- **Banner Image for Profile Page. Pay attention to the sizes allowed.**
    - **Logo:** Upload in .jpg or .gif format. File should be 150 pixels by 150 pixels.
    - **Banner:** Upload in .jpg or .gif format. File should be 1000 pixels by 380 pixels. The photo should be wider than it is tall with an approximate aspect ratio of 6:2.
- **Map View feature:** You must put a physical address for your organization to show on the Map view. Once the profile is published, you will see this under the **Region** tab of your Published profile page

2. **Governance:** Enter information about your Board of Directors and governing practices. This includes the number of board members, board meeting frequency, conflict of interest policies, and other key governance standards. This section demonstrates your organization's accountability and transparency. Remember to add the Board attendance sheet from the previous year.

3. **Management**: Share details about your leadership team and staffing. Include titles and bios for key personnel such as your Executive Director/CEO and senior staff, along with a description of how your team supports your mission and day-to-day operations.

Note: The CEO/Executive Director's compensation question is not viewable to the public.

4. **Financials**: Upload the last 3 years of financials (990 forms and Audit documents if available). If you file a 990N or 990EZ, upload a Profit & Loss Statement and a Balance Sheet. Accurate and current financial data is critical to building trust with potential donors and partners.

Note: Make sure your 990s do not include Schedule B. You do not need to complete the Financial Info section; the Foundation team will pull these numbers from your 990s and financial documents.

Upload your IRS Letter of Determination of Tax-Exempt Status. This is an official document issued by the Internal Revenue Service (IRS) that confirms your organization has been granted tax-exempt status under the Internal Revenue Code.

5. **Receive Donations: New!** You can include a link straight to your donations page on your website. Add the State Charitable Solicitations Permit issued by the Department of Agriculture.

   Note: The Solicitations permit is not the same as the Consumer's Certificate of Exemption which allows tax-exempt organizations to purchase goods and services without paying sales tax. See graphics at the end of this guide to learn more.

- **Programs Tab**
  This tab allows your organization to showcase the key initiatives, services, or projects you deliver to the community. For each program, you can provide a clear, concise description that highlights its purpose, target population, and measurable outcomes. This section is critical for helping donors, funders, and the public understand how your mission translates into action.

  Please review and complete each field of the Programs area. Even if you are not entering information in a particular field and it is not marked with a red asterisk, you must still click **Save and Submit** to ensure the section is recorded.

  Important: All program fields are required to be completed. There are 19 sections in total that must be reviewed and submitted.

Helpful Tips

- Organizations Accomplishments will now be listed under **Impact Statement**
- CEO compensation and phone number are both required, but not externally visible
- You must put a physical address; this is for the new Map feature.

- ☐ Check every field, even if it's marked **Approved**, and update or complete the content where necessary.
- ☐ When listing your organization's Needs, be specific. What do you need, why, and how much will it cost?
- ☐ Organization Profile Tab: On the right side under the purple ribbon, there is a drop-down menu where you can change how you view the fields you are updating. The options are **All fields, To be Saved, Saved, Pending, Approved,** and **Rejected.**
- ☐ Complete optional fields to make your profile stand out.
- ☐ Click on the "?" bubble in each field to guide your answers.
- ☐ Once you add information to a field, click the **Save and Submit** button. This will submit the information entered to the Foundation for review and approval. You can do this individually or **Submit All** at the bottom of the page.
- ☐ Narrative fields, such as the Impact Statement (formerly Accomplishments) and Program Descriptions, should be clear, concise, and engaging. Ask yourself*: "Would a donor read this and easily remember it?"*

Required and Optional Fields

Some fields in Nonprofit Search are optional, and other fields are required. Required fields will have a red asterisk (*). Before your organization receives "Reviewed by Your Community Foundation" status, you must complete all required fields. A "required field" means that your organization must address that question. For instance, if you do not have a strategic plan, you may simply answer "no" in the "strategic plan" field or choose "Under Development" and later, come back and update. If you have a Strategic Plan, you must answer "yes" and upload your plan so Foundation staff can verify that you have the document.

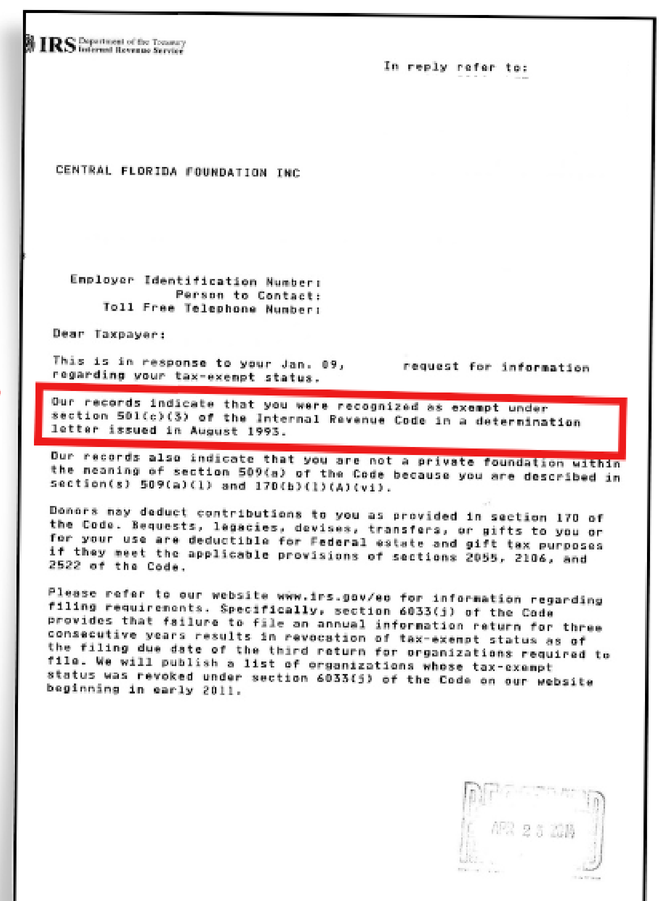
Congratulations! You've made it to the finish line!

We'll review your information and follow up if we have any questions. In the meantime, if you need help or want to update anything, feel free to reach out. Thanks for being part of the Nonprofit Search community!

[Help with Determining Documents](#)

What's the difference between your IRS Letter of Determination and your Solicitation of Contributions Permit?

Your IRS Determination Letter will be a letter that states that you have been recognized as exempt under section 501(c)(3) of the Internal Revenue Code.



IRS Department of the Treasury Internal Revenue Service

In reply refer to:

CENTRAL FLORIDA FOUNDATION INC

Employer Identification Number:
Person to Contact:
Toll Free Telephone Number:

Dear Taxpayer:

This is in response to your Jan. 09, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in August 1993.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

Your Solicitation of Contributions Permit is a letter that is from the Florida Department of Agriculture and Consumer Services. It states that your organization has complied with the registration requirements of Chapter 496, Florida Statutes, the Solicitation of Contributions Act.

DIVISION OF CONSUMER SERVICES
(850) 410-3800

THE RHODES BUILDING
2005 APALACHEE PARKWAY
TALLAHASSEE, FLORIDA 32399-6500

FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
COMMISSIONER WILTON SIMPSON

October 1, 2024

CENTRAL FLORIDA FOUNDATION, INC.
800 N MAGNOLIA AVE STE 1700
ORLANDO, FL 32803-3270

RE: CENTRAL FLORIDA FOUNDATION, INC.
REGISTRATION#:
EXPIRATION DATE:

Dear Sir or Madam:

The above-named organization/sponsor has complied with the registration requirements of Chapter 496, Florida Statutes, the Solicitation of Contributions Act. A COPY OF THIS LETTER SHOULD BE RETAINED FOR YOUR RECORDS.

Every charitable organization or sponsor which is required to register under s. 496.405 must conspicuously display the registration number issued by the Department and in capital letters the following statement on every printed solicitation, written confirmation, receipt, or reminder of a contribution:

"A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE (800-435-7352) WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE."

The Solicitation of Contributions Act requires an annual renewal statement to be filed on or before the date of expiration of the previous registration. The Department will send a renewal package approximately 30 days prior to the date of expiration as shown above.

Thank you for your cooperation. If we may be of further assistance, please contact the Solicitation of Contributions section.

Sincerely,

Gloria Meadows
Regulatory Consultant

We will <u>never</u> ask for your Consumer Certificate of Exemption. This is often confused with your Solicitation of Contributions Permit. Please do not submit this document on Nonprofit Search.

FLORIDA

Consumer's Certificate of Exemption
Issued Pursuant to Chapter 212, Florida Statutes

Certificate Number	Effective Date	Expiration Date	Exemption Category
			501(C)(3) ORGANIZATION

This certifies that

CENTRAL FLORIDA FOUNDATION INC
800 N MAGNOLIA AVE STE 1200
ORLANDO FL 32803-3267

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.

FLORIDA

Important Information for Exempt Organizations

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule
5. It is a criminal offense to fraudulently present this certificate to evac circumstances should this certificate be used for the personal bene le for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions about your exemption certificate, please call Taxpayer Services at 850-488-6800. The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.

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