The following fields are required for all GivingMatters.com profiles. Use this checklist as a guide as you work to complete each section.

General Information
- [ ] Primary Address **
- [ ] Grant Address**
- [ ] Organization's Primary Phone Number **
- [ ] Organization's Primary Email**

Statements and Search Criteria
- [ ] Mission Statement **
- [ ] NTEE Code (National Taxonomy of Exempt Entities): NPO Primary & Subtype. *Clickable link provided to review codes***
- [ ] Geographic Areas Served ** - *Our team already entered your primary location county*
- [ ] Impact Area **
- [ ] Keywords (Choose 5 searchable keywords to describe your organization and the population it serves) **

Programs *Enter at least one program, and complete the following categories for each program entered.*
- [ ] Program Description
- [ ] Program Budget *(projected expenses for this program only)*
- [ ] Program NTEE Class Code
- [ ] Program Target Population

Governance>Basic Info
- [ ] Board Chair Name
- [ ] Board Chair Email
- [ ] Board Chair Term Dates
- [ ] Black-led or benefitting details
- [ ] Board Demographics *(ethnicity and gender)*
- [ ] Do you have a written Conflict of Interest policy? *(upload of policy optional)*

Governance>Governance Details
- [ ] Board Members' Names

Management
- [ ] CEO Name**
- [ ] CEO Email**
- [ ] Number of Staff: full-time, part-time, volunteers, contract, (0 is a valid value)
- [ ] Do you have a Strategic Plan? (answer yes/no)
- [ ] Do you have a Nondiscrimination Policy? (answer yes/no)

Financials
- [ ] Current Fiscal Year Start and End Dates**
- [ ] Current Fiscal Revenue Projections**
- [ ] Current Fiscal Expense Projections**
- [ ] Do you have an Endowment? (answer yes/no) If yes, enter value.
- [ ] Is organization in a Capital Campaign? (answer yes/no) If yes, answer related Capital Campaign questions.
- [ ] Upload Current TN State Charitable Solicitations Registration**
- [ ] 3 Most Recent Form 990s (Upload as PDF files by clicking "Add 990", must have signature. Please no passwords.). **
- [ ] 3 Most Recent Audited Financial Statements, if applicable (Upload PDFs by clicking "Add Audit")**
- [ ] Upload Current Fiscal Year Budget (must include both income and expense) **

Please note that all fields marked with ** have been prefilled by the GivingMatters.com team utilizing the profile initiation documents submitted in an effort to reduce nonprofit workload. Please review fields to confirm data is accurate.