Welcome to the Nonprofit Directory
If you have questions or comments throughout our training, please write in using your Zoom webinar attendee panel.
Agenda

- What is The Nonprofit Directory?
- Who is GiveGab?
- Create Your Profile
- Manage Your Profile
- Resources
- Q&A
The Nonprofit Directory

cfcollier-nonprofitdirectory.org

- An online tool that helps foundations, donors, businesses, media, and other investors understand the local charitable marketplace
- Comprehensive and informative nonprofit profiles
- Fully searchable online database of nonprofit organizations
What the Nonprofit Directory is NOT...

● A grant application or guarantee of funding
● A donation portal
● A certification or grade of any kind
● A substitute for human relationships
● Give Where You Live Collier County
Benefits of Nonprofit Directory

- Increases awareness of your organization among potential donors and new audiences
- Tells your story and makes a case for donor support
- Helps the community understand the need for your services, solutions, and results
- Dedicated platform support team
Who is GiveGab®?

- Support team available to help nonprofits and users
- Safe, secure, and reliable platform
- Also the platform host of Give Where You Live
- All participating organizations verified as IRS and State recognized nonprofits
Getting Started
Find Your Organization
and participate in The Nonprofit Directory

Search for your organization

You can search by organization name or EIN (Employer Identification Number)

“The greatest use of a life is to spend it on something that will outlast it.”
— William James
Find Your Organization
and participate in The Nonprofit Directory

You can search by organization name or EIN (Employer Identification Number)

Legal Aid Service of Collier County

Habitat for Humanity of Collier County

Literacy Volunteers of Collier County

This organization is participating. You can manage it on GiveGab.
Contact us with any questions.
Find Your Organization

and participate in The Nonprofit Directory

You can search by organization name or EIN (Employer Identification Number)

This organization is participating. You can manage it on GiveGab.

Contact us with any questions.
Find Your Organization

and participate in The Nonprofit Directory

You can search by organization name or EIN (Employer Identification Number)

No organizations match your search criteria.

Don't see your organization listed?

You can create an organization by clicking the button below.

ADD MY ORGANIZATION
Register Your Organization for
The Nonprofit Directory
Powered by GiveGab

Organization Name
Street Address Line 1
Street Address Line 2
City
State
ZIP/Postal Code

Welcome to the Nonprofit Directory of Collier County!
Please answer the following questions to begin creating your profile. Upon completing registration, your organization will be automatically placed into a “pending” status. Once the Community Foundation of Collier County has confirmed that you are a nonprofit, operating in Collier County, you will have access to complete your full organization profile. Click here to read the Terms of Use.

If you have any questions, please reach out to support@nonprofitdirectory.org.

1. What services do you provide in Collier County?
2. What is your organization's EIN? *
3. Does your organization have an electronically filed Form 990? *
   - Yes
   - No
4. I have read and acknowledge the Terms of Use as stated above. *
   - Yes
   - No

Click 'Continue' to complete your registration for
The Nonprofit Directory

GiveGab is the technology provider for The Nonprofit Directory.
Learn more at GiveGab.com.
Participation Statuses

Organizations are automatically placed in “Pre-Pending” once registration is completed.

Organizations are moved to “Pending” after CFCC confirms registration details.
Organizations can edit profiles.

Pre-Pending

Thank you for taking the first step to creating your profile! Our staff is reviewing your organization’s eligibility for the Nonprofit Directory. You will not be able to customize your profile until you are in a “pending” state. If your profile has been Pre-pending for more than one week, feel free to email Dawn at DGrundeman@cfcollier.org.

Last Submitted: July 2, 2020

Pending

Congratulations! Your Nonprofit Directory profile has been created and you may now customize your organization’s profile. Be sure to complete all required fields. If you need assistance while customizing your profile, please use the chat bubble in the bottom right-hand corner. Once you’ve completed your profile, please press the “Submit profile for review” button to notify CFCC that your profile is ready for review.

Submit profile for review
Participation Statuses

Participation Approval Status

**Approved**

Thank you for completing your profile in the Nonprofit Directory. Your profile can now be viewed by the public, including potential donors! You may continue to make any updates necessary throughout the year, and an annual update will be required by September 1st of each year.

[Submit for Re-Verification]

Last Submitted: July 2, 2020

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After profile has been reviewed and approved, it will appear publicly on the Nonprofit Directory.

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Participation Approval Status

**Ineligible**

In order to participate in the Nonprofit Directory your organization must currently serve the Collier County community in a substantial and measurable manner. Unfortunately, your organization is not currently eligible for a profile with the Nonprofit Directory. If you feel this message is in error, please contact Laura Simmelink at LSimmelink@fcollider.org.

Last Submitted: July 2, 2020

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If initial eligibility requirements are not met, the nonprofit will not be able to have a profile on the Nonprofit Directory.
Adding Administrators

- Located on the left panel
- When you add an administrator, an email gets sent to the individual from notifications@givegab.com.
- The email contains the new admin’s login information

![Add Administrator Form]

- First Name:
- Last Name:
- Email:
- Make this person an administrator for Organization

[Add Member]
Customizing Your Profile

**Profile Setup**

- **Overview**
- **Organization**
- **Programs**
- **Financials**
- **Legal**
- **Volunteer Opportunities**

### Add Your Organization's Info

*Let people know who you are.*

### Add Your Story

*Tell potential donors why they should contribute.*

### Add a 'Thank You' Message

*Personalize your auto-response for donors ahead of time.*

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*GiveGab®*
Add Your Organization’s Info

- Logo
- Tagline
- Website
- Causes
  - Select up to 3

GiveGab®
Logan’s Pup all started because of Logan, a special senior dog that Alyssa, the Executive Director of Logan’s Pups, adopted.

Alyssa adopted Logan in 2015 and although he was only with her for a couple of months, he left a huge pawprint on her hearts and she’ll never forget him. He had a gentleness in his eyes, and love in his heart, and Alyssa wanted to make sure he was remembered. To make sure no other senior dogs are overlooked, Alyssa started Logan’s Pups. Logan’s Pups is here to serve as a senior dog sanctuary, saving the dogs that are often overlooked at shelters, making them comfortable and feeling loved as they grow old. Every year, we house, on average, 25 dogs at any time, and help place up to 50 younger dogs in their fur-ever homes. Your donation will help us continue offering these services for years to come.
● Mission Statement*
  ○ 2 sentences or less

● Organizational Overview*
  ○ Brief overview, no more than 2-3 paragraphs

● Statement of Need*
  ○ The needs your program(s) address

● Keywords*
  ○ 7 words or less

● Geographic Area Served*

* required field
Organization

- Leadership Information*
- Affiliations & Memberships
- Formal Collaborations
- Accreditations
- Awards & Recognition

* required field
● Program Name*
● Program Goals*
● Program Activities*
● Results and Outcomes*
  ○ What changes for those you serve as a result of your program?
● Measurements*
  ○ How do you track and measure the results?

* required field
### Current Financial Details*

- Operating budget
- Income
- Expense
- Fiscal Year Start/End
- Months of Operating Reserves

* required field

\[ \text{Financials (Current)} \]

<table>
<thead>
<tr>
<th>Field</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Budget</td>
<td>*</td>
</tr>
<tr>
<td>Current Income</td>
<td>*</td>
</tr>
<tr>
<td>Current Expense</td>
<td>*</td>
</tr>
<tr>
<td>Fiscal Year Start</td>
<td>*</td>
</tr>
<tr>
<td>Fiscal Year End</td>
<td>*</td>
</tr>
<tr>
<td>How many months operating reserves do you hold?</td>
<td>*</td>
</tr>
</tbody>
</table>

* required field

Please explain any variance over 10% in the revenue or expenses from year to year.
Financials

- **990 Tax Forms**
  - Upload individual 990 documents

- **Endowment/ Capital Campaign**
**Financials**

Note: This information may be pre-filled out for you

### Prior Three Years Total Revenue and Expense Totals
Changes to this table will be sorted by year (newest first) on page reload.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Total Revenue</th>
<th>Total Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Prior Three Years Revenue Sources
Changes to this table will be sorted by year (newest first) on page reload.

<table>
<thead>
<tr>
<th>Foundation and Corporation Contributions</th>
<th>Government Contributions</th>
<th>Federal</th>
<th>State</th>
<th>Local</th>
<th>Unexpected</th>
<th>Individual Contributions</th>
<th>Indirect Public Support</th>
<th>Earned Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Prior Three Years Expense Allocations by Type
Changes to this table will be sorted by year (newest first) on page reload.

<table>
<thead>
<tr>
<th>Program Expense</th>
<th>Administration Expense</th>
<th>Fundraising Expense</th>
<th>Payments to Affiliates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Prior Three Years Assets and Liabilities
Changes to this table will be sorted by year (newest first) on page reload.

<table>
<thead>
<tr>
<th>Total Assets</th>
<th>Current Assets</th>
<th>Long-Term Liabilities</th>
<th>Current Liabilities</th>
<th>Total Liabilities</th>
<th>Total Net Assets</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Prior Years Revenue/ Expense
- Prior Years Revenue Sources
- Prior Years Expense Allocations
- Prior Years Assets and Liabilities
## Financials

- Prior Years Expense Allocations
- Prior Years Assets and Liabilities

### Prior Three Years Expense Allocations by Type

<table>
<thead>
<tr>
<th></th>
<th>2022</th>
<th>2021</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Expense</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administration Expense</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fundraising Expense</td>
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<td></td>
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</tr>
<tr>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Prior Three Years Assets and Liabilities

<table>
<thead>
<tr>
<th></th>
<th>2022</th>
<th>2021</th>
<th>2020</th>
</tr>
</thead>
<tbody>
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</tr>
<tr>
<td>Current Assets</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Long-Term Liabilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Liabilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Net Assets</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
- EIN Suffix
- Type of Tax Exempt Status*
- IRS Determination Letter*
- Additional Document
- Year of Incorporation
- IRS Ruling Year
- Legal Name
- Other Names (dba)

* required field
Legal

- **State Documentation***
  - FL Charitable Solicitations Permit
  - Expiration Month/ Year

- **Board Chair***

- **Board of Directors***
  - Voting Members
  - Length of Board Terms
  - Number of Board Meetings
  - Board Meetings with Quorum
  - Board Members who make a gift

* required field
### Legal

- **Board of Directors - Ethnicity**
- **Board of Directors - Gender**

#### Governance Practices
- Written criteria for membership? *
- Conflict of interest policy? *

#### Board of Directors - Ethnicity

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>African American</td>
<td>-%</td>
</tr>
<tr>
<td>Asian American/Pacific Islander</td>
<td>-%</td>
</tr>
<tr>
<td>Caucasian</td>
<td>-%</td>
</tr>
<tr>
<td>Hispanic/Latino</td>
<td>-%</td>
</tr>
<tr>
<td>Native American/American Indian</td>
<td>-%</td>
</tr>
<tr>
<td>Other</td>
<td>-%</td>
</tr>
<tr>
<td>Not Specified</td>
<td>-%</td>
</tr>
</tbody>
</table>

#### Board of Directors - Gender

<table>
<thead>
<tr>
<th>Gender</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Female</td>
<td>-%</td>
</tr>
<tr>
<td>Male</td>
<td>-%</td>
</tr>
<tr>
<td>Not Specified</td>
<td>-%</td>
</tr>
</tbody>
</table>

* required field
Volunteer Opportunities Available
- Volunteer with programs
- Volunteer on a committee
- Volunteer for a short-term project
- Other

Contact Name

Contact Email
Guadalupe Center, Inc.

Breaking the cycle of poverty through education

Causes: Education, Youth

In Progress

Our mission is to break the cycle of poverty through education, and we're reaching more than 1,300 students per year with three extraordinarily successful educational programs. Together, the possibilities are endless!

Contact

Guadalupe Center, Inc.
509 Hope Circle
Immokalee, Florida 34142

Melissa Silva
msilva@guadalupecenter.org
Phone: 239-657-7141
http://www.guadalupecenter.org
Changing Contact Information

Address & Contact

Address
- Street Address Line 1: 1234 Main Street
- Street Address Line 2: 
- City: Ithaca
- State/Region: New York
- ZIP/Postal Code: 14850

Contact Information
- First and Last Name: Rebekah Casad
- Title: Director
- Email: rebekah@givegab.com
- Phone: 555-555-5555
Additional Resources

- Nonprofit Toolkit
  - Registration Guide
  - Profile Requirements checklist
  - FAQ
- GiveGab Customer Success

Nonprofit Toolkit

Welcome to the Nonprofit Directory. Created by the Community Foundation of Collier County, the Nonprofit Directory is a free resource that helps donors and grantmakers direct their charitable giving by providing comprehensive, frequently-updated and easily-searchable information about nonprofit organizations serving Collier County, FL.

Below are some helpful tools and links to help your organization get started on the Nonprofit Directory. If you have additional questions, please click on the blue chat bubble at the bottom right of your screen or send an email to CustomerSuccess@givegab.com.
Visit our help center: https://support.givegab.com/
Check out our blog: https://www.givegab.com/blog/
Send us an email: CustomerSuccess@givegab.com

Chat with GiveGab’s Customer Success Team whenever you have questions or need a hand!
  - Look for the little blue chat bubble!
    (You don’t have to email Dawn 😊)
Important Reminders

- Some fields are required, marked by *Required
- Some fields require approval from CCFC before being published
- Nonprofits are expected to update their profile at least once per year
- Review the Nonprofit Toolkit
  - Profile Requirements document
  - Frequently Asked Questions
Q&A

Write into Chat Box

Use the Q&A Panel
Thank You

If you have additional questions, please contact us at CustomerSuccess@givegab.com.