

Parent to Parent Planning Worksheet

Step 4. Determine a governance structure and funding sources	Who will take the lead	Timeframe
<p>A. Will we stand alone as a 501c3 non profit organization or seek an established community organization to be a fiscal host?</p> <ul style="list-style-type: none"> • If we join an established fiscal host: <ul style="list-style-type: none"> ○ How independent can we be within this organization? (relating to grant activities, spending funds, issuing contracts, etc.) ○ Will we have our own advisory board? ○ Is some degree of support available? (Office space, supplies, etc.) • If we become a 501c3: <ul style="list-style-type: none"> ○ What are the requirements? (Filing tax forms, establishing a board of directors, employing staff, etc.) ○ Who will file the paperwork to become a 501c3? ○ Will we seek legal advice? 		
<p>B. What budget do we anticipate we will need?</p>		
<p>C. What are potential sources of funding? (Grants, donations, fund raising, etc.)</p>		
<p>D. What will the fiscal reporting system consist of? (timely reimbursement, audit trail, budget updates, etc.)</p>		

