



Unlimited Services Systems Management and Consultants

Tax Exempt Organizations and Grants Preparation

Initial Consultation: **\$150.00** initial hour and **\$100.00** every hour after the 1st hour

Preparing Your 501(c)(3) status. Depending on the complexity of the proposed Tax Exempt Organization and the state.

Starting a 501©(3) is a complex process. You know you need assistance. USSMC has developed a unique, flat-fee, consulting-based approach designed to help you **secure 501c3 status and achieve success with your nonprofit**. It's not enough to just fill out some forms...frankly lots of people can do that. What you truly need is the knowledge to structure your nonprofit the right way so that you accomplish your mission. That's the value the USSMC brings to our clients.

Here are a Sample of Frequently Asked Questions:

What does being a 501c3, tax-exempt organization mean?

The term "tax-exempt," when used in reference to nonprofit organizations, generally refers to the net profits (proceeds over and above expenses) of an organization being exempt from federal and/or state income tax. While a nonprofit organization can be established by incorporating, the entity is not automatically tax-exempt upon creation with the state. Tax-exemption can usually be achieved only through applying for and receiving Internal Revenue Service (IRS) approval

Is there more than one category of tax-exempt organization?

Yes. The one most familiar (and addressed in subsequent questions below) is the Internal Revenue Code (IRC) Section 501(c)(3) public charity or private foundation, which is established for purposes that are religious, educational, charitable, scientific, literary, testing for public safety, fostering of national or international amateur sports, or prevention of cruelty to animals and children. There are also IRC Section 501(c)(4) through 501(c)(27) organizations that are considered tax-exempt, but not charitable. Examples include trade associations, social clubs and certain advocacy organizations involved in substantial political lobbying activity.

What benefit does being 501c3 offer my nonprofit and its contributors?

One of the primary benefits of being considered tax-exempt under IRC Section 501(c)(3) is the ability to accept contributions and donations that are tax-deductible to the donor. Additional benefits include, but are not limited to:



- Exemption from federal and/or state corporate income taxes
- Possible exemption from state sales and property taxes (varies by state)
- Ability to apply for grants and other public or private allocations available only to IRS-recognized, 501(c)(3) organizations
- Potentially higher thresholds before incurring federal and/or state unemployment tax liabilities
- The public legitimacy of IRS recognition
- Discounts on US Postal bulk-mail rates and other services

What are the fees to file Form 1023?

The IRS has a two-tiered filing fee structure. Most organizations pay the standard \$750 filing fee when sending their application to the IRS. Organizations that expect to have (or have had) no more than \$40,000 in gross revenue for the first four years combined can pay a reduced filing fee of \$300.

How long does it take for the IRS to approve 501c3 status?

Typically, IRS 501(c)(3) approval takes between 2 and 12 months, inclusive of likely written follow-up questions. Sometimes it takes a little less; sometimes a little more. Expedited review can be requested if a new organization is being formed to provide immediate disaster relief or if a promised grant is both 1) substantial relative to the organization's budget and 2) the grant has a specifically-defined expiration date. There is no guarantee the IRS will grant expedited review requests.

Other Important Questions will be answered during Consultation Time.

Initial Investment for Preparation of Grants will range from \$2,500.00 to \$5,000.00

Grants are very time consuming and paper intensive will depend on the actual number of employees of the Tax Exempt Organization. An extensive amount of initial assessment and pre-planning and research is required. We will work out payment arrangements in 4 equal payments with you each month until your grant is required to be completed. We accept Visa, Mastercard and AMEX.

Grant Reviews: **\$1,500.00**

The Grant Completion Time can range from 90-120 days depending on the initial work that has already been completed by the proposed. The date the Grant is expected to be completed.



Already Established 501©(3) \$200.00 for the full training day course

USSMC's Grants Training Not Established 501©(3) \$300.00 for the full training day course

- How to Write a Grant Right
- Setting up your Board
- Are You a 501©(3) – Acquiring Nonprofit Status
- Preparing Your Mission Statement
- Understanding the Problem Area of Interest
- Credible Programs
- Preparing the Budget and your Financial
- Establishing the Positions
- In Kind vs. Requested Amount
- Addressing Technical Assistance
- Setting Funding Priorities
- Your Priorities
- Establishing Planning Sessions
- Waivers
- Things they don't Tell You
- Applying Fundability Criteria
- Drafting the basic or master proposal.
- Resources and Where to Look: Researching Potential Funders
- Packaging the Proposal
- Contracting and Cultivating Potential Funders.
- Responding to Results.



**USSMC's GRANTS WRITING TRAINING
COURSE REGISTRATION FORM**

NOTE: Full or Partial completion of this form is taken as acceptance by those people listed &/or authorizing this form, of the USSMC Booking & Cancellation Policy shown below.

Course Title: _____

Course Date: _____

Name: _____ Position/Title: _____

Mobile No: _____ Email: _____

Company: _____

Company/Private Address: _____

_____ Zip Code: _____

Company Phone: () _____ Fax: () _____

Authorized by: _____

Position/Title: _____ Email: _____

Email addresses will be used to provide updates on USSMC Training & confirmation of your registration. Indicate if you wish to receive updates: Yes ___/No ___

Return your completed registration (Course prior to date of actual class instruction is \$200.00)

Form with payment to:

USSMC Finance and Accounting Division
9701 Apollo Drive, Suite 200

Total Payment: \$ _____

Method of Payment

Check _____

Debit or Credit card _____.

Name of Bank:

Visa ___ / MasterCard ___/A/E ___



Unlimited Services Systems Management and Consultants

Largo, Maryland 20774

How did you hear about the Training?

Our Web _____ Other _____ Friend or
Associate _____ Radio _____ Television _____
Internet _____

Ph: 301-322-2247

Fax: 301-322-8761

Email: lucero@ussmc.com

Code on Back of Card _____

Expiration Date: _____

Name of Cardholder: _____

Card Number: _____

Signature: _____

USSMC Booking, Cancellation & Refund Policy:

1. Places are allocated in order of receipt of registration form and payment of fees. Payment is required prior to class commencing or space cannot be guaranteed.
2. Written cancellation received less than three days prior to the commencement of the course will be subject to an administration fee of \$25 per person. Written advice should be directed to the Training Course Administrator.
3. No refund will be given for cancellations received within three days of commencement of the course.
4. If no written cancellation is received prior to the course, & the participant does not attend on the day(s), then the participant or the authorizing company or individual are liable for full course fees.
5. If a participant cannot attend, a substitute can attend in their place. Written notification must be directed to the Training Course Administrator.
6. USSMC reserves the right to cancel or postpone a course in the event of unforeseen circumstances or insufficient numbers.
7. If a course is cancelled participants will be booked onto the next available course.
8. If they register the day of the course the course fee will be 175.00.

USSMC Privacy Policy:

USSMC Training Solutions is committed to protecting your privacy & the confidentiality of information provided to us as per the Privacy Act 2001. The information you provide is necessary for the processing of your registration & updating your current records with us. The information will be used to contact you regarding registrations & cancellations, a range of current & future development opportunities, & other prospective events that may be of interest to you.

Information provided by you will only be disclosed to a relevant USSMC personnel as a part of the registered training organization Total Quality Services requirements. Students may opt out of receiving marketing material by contacting the USSMC Training Course Administrator & requesting to 'unsubscribe'.

Location of Class: USSMC Headquarters

9701 Apollo Dr. Suite #200

Largo, MD 20774

Directions: [Click Here](#)