

## Starting a Nonprofit in the Disability Service Sector - Checklist

The following is a checklist of key areas to consider when developing a nonprofit in the Disability Service sector. Depending on your situation, these may not all apply, and some may occur concurrently or in a different order than presented.

Task	Complete	Not Complete	Date	Notes
<b>Before You Begin</b>				
Research the needs in the community				
Research existing services in the community				
Consider who you will ask to support the idea				
Decide what types of services you want to provide				
<b>Incorporating as a Nonprofit Organization</b>				
Decide if you will incorporate as a nonprofit organization				
Research what is required to incorporate (forms, cost, documents, etc.)				
Select a name and complete a name search				
Decide who will be on the Board of Directors				
Complete and submit Articles of Incorporation and other required forms and fees				
Develop a mission and vision for the organization				
<b>Board Development</b>				
Decide on a Board governance model				
Determine a process for recruiting Board Directors				
Develop Board role descriptions for individual positions				
Develop key governing documents (bylaws, policies, etc.)				

Task	Complete	Not Complete	Date	Notes
<b>Nonprofit Business Planning</b>				
Research the components of a nonprofit business plan				
Draft a budget for the nonprofit organization				
Outline the branding and marketing strategy				
Outline the day-to-day operations of the organization				
Outline the impact the organization will have for: <ul style="list-style-type: none"> <li>• The people it supports</li> <li>• The community</li> <li>• Other stakeholders</li> </ul>				
<b>Building Relationships with Government and Funders</b>				
Connect with government representatives in your area				
Connect with key stakeholders in your community to build awareness about your organization				
Find out the process for applying for funding from key stakeholders, such as government requests for proposals				
Prepare and submit proposals according to relevant funding processes				
<b>Facility Planning</b>				
*Note – a more detailed checklist for this section can be found in the Facility Planning resource area.				
Successfully negotiate a contract for funding				
Appoint a Construction Committee to oversee construction project				
Develop a proposal and budget				
Confirm funding commitments in writing				

<b>Task</b>	<b>Complete</b>	<b>Not Complete</b>	<b>Date</b>	<b>Notes</b>
Purchase property				
Hire a consultant to develop drawings and tender contracts				
Hire a contractor and start construction				
Complete construction and all required inspections				
Move in				
<b>Hiring and Training Staff</b> *Note – a more detailed checklist for this section can be found in the Hiring and Training Staff resource area.				
Develop job descriptions				
Evaluate staffing needs and develop a staffing plan				
Develop a recruitment strategy and post job advertisements				
Develop a hiring strategy				
Conduct interviews, reference checks, etc. to hire staff				
Develop an onboarding and orientation strategy				
Develop training strategy				
Develop HR policies and procedures, including performance management, discipline, and retention strategies				