



NEW HAMPSHIRE ELIGIBILITY CHECKLIST

ALL organizations applying for a grant/loan to the NH Charitable Foundation must upload this form to their organizational profile.

- If you are a New Hampshire 501c3 nonprofit organization, please upload the completed form.
- If you are **not** a New Hampshire 501c3, please check here certifying such: _____

Please check each box to indicate the organization's compliance:

A. FINANCIAL INTERNAL CONTROLS

- The board of directors meets regularly, at least four times per year.
- The board of directors approves an annual organizational budget
- The board of directors receives and reviews, at least quarterly, financial reports that detail approved budget to actual revenues/expenditures
- The treasurer (or someone not involved in the transactions) reviews and signs off on:
 - Monthly bank statements
 - Credit card statements
 - Petty cash
- The organization has a whistleblower policy

B. LEGAL REQUIREMENTS FOR NH NONPROFIT ORGANIZATIONS

For All Nonprofit Organizations

Annually

- Filing of Annual Report with NH Director of Charitable Trusts*
- Filing of appropriate annual tax returns:
 - If annual revenue is over \$25,000, filing Form 990 with the IRS and the NH Director of Charitable Trusts*, OR
 - If annual revenue is under \$25,000, filing Form 990N with the IRS
- Conflict of Interest Policy and filing of annual conflict of interest statement with the NH Director of Charitable Trusts

When nonprofit is established

- Registration with NH Secretary of State* (must be renewed every five years)
- Minimum of five independent directors (see RSA 292:6-a)
- IRS 501(c)(3) tax exempt status confirmed by IRS Exemption Letter
- Employer Identification Number (EIN) received from IRS

*Some NH nonprofit organizations are affiliates of regional or national organizations and are not required to be registered with the State of NH, provided the national organization has registered. In such cases a letter of explanation should be supplied.

For Nonprofits with revenues greater than \$500,000

(to be filed with the NH Director of Charitable Trusts)

- Nonprofits with annual revenues of \$500,000-\$1,000,000 must file financial statements prepared in accordance with Generally Accepted Accounting Principals
- Nonprofits with annual revenues over \$1,000,000 must file an audited financial statement

Note: Nonprofits with endowment funds have additional requirements

(See page 3 for additional resources)

C. ANTI-DISCRIMINATION

- The nonprofit is in compliance with all applicable federal, state and local anti-discrimination laws.

This organization (*print name*) _____
 is in compliance with all of the requirements of the NH Director of Charitable Trusts, the IRS
 and the NH Secretary of State, and has in place the indicated financial controls, as listed
 above.

Employer Identification Number (EIN) _____

Board President/Chair (*print name*) _____ Executive Director/CEO (*print name*) _____

Signature	Date	Signature	Date
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DO NOT submit copies of all the documents listed above, simply submit this completed checklist. This form needs to be originally signed on an annual basis. Photocopies of the original are perfectly acceptable.

Please visit the NH Division of Charitable Trusts website at www.doj.nh.gov/charitable for more helpful information. You can also find the Guidebook for New Hampshire Charitable Nonprofit Organizations. This guidebook may be downloaded from the above website under publications.

References for requirements for all nonprofits:

Copies of statutes and forms may be found at www.doj.nh.gov/charitable

- Registration with NH Director of Charitable Trusts - RSA 7:19 through 7:32-l
- Conflict of Interest Policy that complies with 1997 Statute - RSA 7:19-a
- Annual Report filed with Director of Charitable Trust - RSA 7:28

Copies of statutes and forms may be found at www.sos.nh.gov/corporate/forms

- Registration with NH Secretary of State – RSA 292:25
- Minimum of five independent directors - RSA 292: 6-a

References for additional requirements for nonprofits, where applicable (Copies of statutes may be found at www.state.nh.us):

- Annual spending policy in compliance with Uniform Management of Institutional Funds Act - RSA 292-B
- Investment Policy that complies with Uniform Prudent Investor Act - RSA 564-B
- Uniform Trust Code - RSA 564-B

Other useful websites:

- www.state.nh.us – click on Laws and NH Statutes for full text of New Hampshire laws
- www.guidestar.org – all IRS Form 990's in searchable format
- www.irs.gov – additional information on Federal tax laws relating to charities
- www.nhnonprofits.org – information on workshops, upcoming events, and other issues of interest to New Hampshire nonprofits, access to Nonprofit Next for members.
- www.independentsector.org – a national coalition of leading nonprofits, foundations and corporations strengthening nonprofit initiatives, philanthropy and citizen action
- www.boardsource.org – a national organization dedicated to building effective nonprofit boards