



## Nonprofit Information Form

Instructions: To initiate a **NEW GivingMatters.com nonprofit profile**, complete and return this form and ALL attachments to CFMT. When this required information is received, a profile will be created and you will be contacted with a username and password to complete the self-entry process.

*\*Please note that GivingMatters.com profiles are separate and distinct from grant applications for which a profile may be required. If you are initiating a profile for the purposes of applying for a grant, you must ALSO complete that funder's full requirements.\**

Organization Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Mailing Address County \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Website \_\_\_\_\_ Facebook \_\_\_\_\_ Twitter \_\_\_\_\_

General Contact Email \_\_\_\_\_

Executive Director's Name \_\_\_\_\_

Executive Director's Email \_\_\_\_\_

Year of Incorporation \_\_\_\_\_ Tax ID Number (EIN) \_\_\_\_\_

Mission Statement (2,000 Character Limit)

\_\_\_\_\_  
\_\_\_\_\_

Who will be responsible for completing and maintaining the profile? \_\_\_\_\_

Email address: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Please attach a copy of each of the following required documents:**

- 501(c)(3) IRS Letter of Determination
- TN State Charitable Solicitations Permit or letter of exemption
- Organization's By-laws
- Current Organizational Budget
- Most recent three years' IRS Form 990s
- Most recent three years' audited financial statements, if applicable
- SIGNED AND DATED [Profile Acknowledgement Form](#)



Return this form and all attachments by email, fax, or mail to:

The Community Foundation of Middle Tennessee, attn: GivingMatters.com

3833 Cleghorn Ave #400

Nashville, TN 37215-2519

Fax: (615) 327-2746 / Email: [givingmatters@cfmt.org](mailto:givingmatters@cfmt.org)

Questions? Call (615) 321-4939 ext. 106