

LVCF Organizational Profile Form

Lehigh Valley Community Foundation

Organizational Profile Form Instructions

Thank you for your interest in entering your organizational profile to Lehigh Valley Community Foundation. By submitting this form, your organization will:

- ensure that the community foundation is aware of your organization's programs and services.
- receive information from the Community Foundation on relevant grant opportunities.
- enable the community foundation to share your organization's information with LVCF fundholders, if asked or when appropriate. *Please note: information gathered from this form is not automatically shared with LVCF fundholders. It is shared only in instances where it is requested from fundholders or there is a direct relevant connection to your organization.*
- be able to apply for LVCF grant opportunities.

By completing this form, you're able to:

- update and save basic organizational profile and financial records for future funding consideration
- save time applying to various LVCF grant applications
- opt-in to receive emails from the Community Foundation about relevant grant opportunities and community happenings.

You may keep your organization's information current by updating the Organizational Profile form when there are changes to the following:

- Tax reporting documents
- PA Bureau of Corporations & Charitable Organizations
- Board Members

Organizations should submit a completed Organizational Profile Form *PRIOR* to submitting any grant applications.

Organization Description and Social Media

Project Name*

Character Limit: 100

Organization Overview & Optional Brochure Upload*

Briefly describe an overview of your organization. Your overview could include your mission, history, or approach.

You may also upload a copy of a brochure with relevant information.

Character Limit: 3000 | File Size Limit: 60 MB

Social Media Information - Facebook Page

If applicable, please share your social media information in the space below. The community foundation will use this information to follow grantees to keep up to date and may possibly promote grantees on LVCF's social media.

Character Limit: 2000

Social Media Information - Instagram

If applicable, please share your instagram page in the space below. The community foundation will use this information to follow grantees to keep up to date and may possibly promote grantees on LVCF's social media.

Character Limit: 250

Social Media Information - Twitter

If applicable, please share your twitter information in the space below. The community foundation will use this information to follow grantees to keep up to date and may possibly promote grantees on LVCF's social media.

Character Limit: 250

Social Media Information - LinkedIn

If applicable, please share your LinkedIn information in the space below. The community foundation will use this information to follow grantees to keep up to date and may possibly promote grantees on LVCF's social media.

Character Limit: 250

Nonprofit Services Offered*

What types of services does your organization offer? Please check all that apply.

Choices

Agriculture, fishing, and forestry

Animals

Arts, Culture or Creative Economy

Children & Youth

- Civil Rights &/or Civic Engagement
- Community & Economic Development
- Education
- Employment Services
- Environment
- Faith-Based Services
- Food Access & Hunger
- Health
- Homelessness & Housing
- Human Services
- Human Trafficking
- Identity-Based Services (ex: LGBTQ+, People with Disabilities, Specific Race or Ethnicity, etc.)
- Substance Use
- Other

If you selected other, please list what type of services your organization offers here:

Character Limit: 250

Populations Served*

Briefly describe the population that your organization serves. Please include any demographics, geography, ages, numbers, and any other relevant information.

Please submit this response in bullet list format for easier sorting.

Character Limit: 1000

Geographic Area Served*

What is the geographic area your organization serves? Please check all that apply.

Choices

- Allentown
- Bethlehem
- Easton
- Lehigh County
- Northampton County
- Upper Bucks County
- Monroe County
- Carbon County
- Other

Other

If you checked other under Geographic Area Served, please list geographic areas served in the space below:

Character Limit: 250

Demographic Survey*

At the Lehigh Valley Community Foundation, we believe we cannot achieve our mission without having all segments of our community participating in our work. We have a commitment to Diversity, Equity, Inclusion and Belonging (DEIB), as well as a commitment to learning. To fulfill these commitments, we have partnered with Candid on demographic data collection of nonprofit organization's staff and board.

In order to assist our learning and ensure that we are actively working on our commitment to DEIB, we ask that you provide as much data as possible regarding the demographics of your organization's staff and board.

Responding to the survey is highly recommended, although each question has an option to not disclose information.

The data collected will serve multiple purposes:

- To help the Foundation understand how organizations are making impact, for which demographic data is one indicator among several that demonstrates impact.

- To enable the Foundation to benchmark ourselves in supporting organizations that reflect the full diversity of the Lehigh Valley at adequate funding levels.

- To increase our understanding of the demographics of organizations so that we may better elevate the work of organizations that reflect the full diversity of the Lehigh Valley.

Demographic data will not be used as the only indicator for grantmaking. We ask that you help us understand any challenges you have with providing this information so we can continuously improve our data collection. Please email Megan Briggs at megan@lvcfoundation.org with any specific feedback and questions.

Please click the link to access Candid and update your organization's demographic information. If you have not yet claimed your organization's candid profile, read more about the benefits of registering on Candid [here](#).

Choices

Yes - I updated my organization's demographic information on our Candid profile.

No - I did not update my organization's demographic information on our Candid profile.

No - My organization does not have a Candid profile to update our demographic information.

Does your organization use a Fiscal Sponsorship?*

Choices

Yes, my organization uses a Fiscal Sponsorship

No, my organization does not use a Fiscal Sponsorship

Fiscal Sponsor Information (if applicable)

This section is to be completed by organizations who have a Fiscal Sponsorship. Please answer the questions in this section as they pertain to your fiscal sponsor.

Fiscal Sponsor Name*

Character Limit: 250

Fiscal Sponsor Address*

List your fiscal sponsor's street address, city, state, and zip code.

Character Limit: 250

Fiscal Sponsor EIN*

Please write your Fiscal Sponsor's EIN without any dashes. Numbers only.

Character Limit: 9

Fiscal Sponsor Website

Input your Fiscal Sponsor's web URL.

Character Limit: 2000

Fiscal Sponsor Contact Name & Title*

Character Limit: 250

Fiscal Sponsor Contact Phone Number*

Character Limit: 15

Fiscal Sponsor Contact Email Address*

Character Limit: 254

Fiscal Sponsor Relationship*

Please upload documentation that demonstrated the fiscal sponsor relationship with the applicant organization. Examples include: MOU, fiscal sponsor agreement, or letter signed by both parties.

File Size Limit: 5 MB

Financial Documentation Requests

If you are using a fiscal sponsor, please answer the questions in this section as they pertain to your fiscal sponsor.

Organization Budget*

What is your organization's annual operating budget?

Character Limit: 250

Upload Budget*

Please upload a copy of your organization's current operating budget.

File Size Limit: 3 MB

Are you required to file an annual return with the IRS?*

Please see information about exemptions here.

Choices

Yes

No

Most Recently Filed 990

If yes, indicate which tax form you have most recently filed.

Information about which form your organization is required to file is

<https://www.irs.gov/charities-non-profits/form-990-series-which-forms-do-exempt-organizations-file-filing-phase-inhere>.

Choices

Form 990

Form 990-EZ

Form 990-N (digital postcard)

Upload your most recently filed form below:

File Size Limit: 20 MB

If you file a 990-N or are exempt from filing, upload other financial documentation.

Upload a copy of the organization's most recently compiled (internally or externally), reviewed or audited balance sheet and income statement.

File Size Limit: 10 MB

If no, provide the reason the organization is exempt from filing.

Character Limit: 250

Are you required to register with the PA Bureau of Corporations & Charitable Organizations?*

Please view information about the PA Bureau of Corporations & Charitable Organizations here.
Please view list of exemptions for registration here.

Choices

Yes, we are required to register with the PA Bureau of Corporations & Charitable Organizations

No, we are not required to register with the PA Bureau of Corporations & Charitable Organizations.

Upload Document

If yes, upload a copy of your **current** certificate of registration from the PA Bureau of Corporations & Charitable Organizations.

Please click [HERE](#) to view a sample of LVCF's current Certificate of Registration.

File Size Limit: 1 MB

If no, provide the reason the organization is exempt from registering.

Character Limit: 250

Do you have audited financial statements?*

Please note: Below are the auditing requirements for Pennsylvania nonprofit organizations.

- Organizations receiving more than \$25,000 but less than \$100,000 must submit internally prepared financial statements. In lieu of internally prepared financial statements, organizations receiving more than \$25,000 but less than \$100,000 may submit compiled, reviewed, or audited financial statements.
- Organizations receiving \$100,000 and less than \$250,000 must file compiled, reviewed or audited financial statements.
- Organizations receiving \$250,000 and less than \$750,000 must file reviewed or audited financial statements.
- Organizations receiving \$750,000 or more must file audited financial statements.
Reviews and audits must be performed by an independent, licensed public accountant or an independent, licensed certified public accountant.

Choices

Yes

No

Upload Independent Auditor's Report

If yes, please upload the signed *Independent Auditor's Report* from your most recently completed audit. This is in the form of a letter and is usually the first page of the audit report.

File Size Limit: 3 MB

If you do not have audited financial statement, please provide reason below.

Please note: Organizations that are under certain revenue thresholds are not required to have an audit. Please see the revenue thresholds listed in above question. If that is the case for your organization, please indicate the reason for exemption in the below box as "under required revenue threshold".

Character Limit: 250

Board List*

Include a list of the names of your organization's current Board members.

File Size Limit: 1 MB

LVCF Nonprofit Email List - Unsubscribe

Users that complete this Registration Form will be added to Lehigh Valley Community Foundation's nonprofit email list.

If you wish to opt out from receiving LVCF nonprofit emails, please indicate this in your selection below. If you would like to be on the LVCF nonprofit e-mail list, please leave this question blank. *Please note that the contacts listed on the organizational profile are the contacts that will be added onto LVCF's nonprofit e-mail list, unless you select the option to opt-out of LVCF nonprofit e-mail list.*

Choices

I would like to opt-out of the LVCF nonprofit e-mail list.

Apply for LVCF Foundation-Directed Grants

Thank you for completing the LVCF Organization Registration Form! *Please note: This form is not an application for grant funding.* If you are interested in applying to LVCF Foundation-Directed grants, you can do so by completing the following next steps:

1. Go to your home screen by clicking the house icon in the top left corner of your screen.
2. Any current grant opportunities are listed on the homepage.
3. From your homepage, select the **APPLY** button at the top left side of the screen. *Please Note: Applications must be submitted during open application dates.*

For more information on LVCF grantmaking opportunities, view our LVCF Community Investments webpage.