Forming a Non-Profit Corporation for Adult Education Programs- 2/22/21

 Prepared by Rob Wood, Chair of Friends of Portland Adult Education

What is a non-profit 501-C3

Brief history of FPAE:

 Founded in 2012, 8 board members

 Paid 15 -25 hour/wk Coordinator 2014-2017

 All Volunteer since

Why? Purpose in our bylaws:

# Provide resources beyond ability of local district

# Inform the public of adult educations value

# Promote collaboration with community organizations

## Resources – in 7 years more than $1 million. Originally it was 65% foundation grants and 40% individuals/businesses. Now those numbers are reversed.

### Expenditures – Pilot projects (strategies lab, New Mainer’s Resource Project, curriculum), technology and building improvements

## Inform- 2 newsletters a year sent to 550 people and facebook/website. Potential for a lot more

## Collaboration – collaborative grant applications- Financial Literacy

How to get started:

Find another non-profit to be fiscal agent

Find a volunteer or a friendly lawyer

Set up a web page with PayPal

How to do it?

 Recruit a good board (independent, not tied to school district)

 Clearly state benefits to program and community

 Establish a track record

 Outreach to businesses (cite Financial Literacy sponsorship model), if allowed by school)

Other possible topics: Importance of volunteer support, Support of scholarships, MANP, MCF, Difference between 501 and Advisory Board

Other resources:

 Maine Non-Profit Association

 Maine Community Foundation

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Possible attachments

Bylaws

 Fiscal Agent agreements

 FPAE 2020 Profit and Loss Statement