



Best Practices Partnership Application Questions*

(*Use this document to preview the questions only. Please complete and submit the BPP application using our online form.)

Organization Information

- **Organization Name**
- **Organization Mailing Address**
- **City**
- **Postal Code**
- **Website**
- **Organization's Facebook page**
- **Organization's LinkedIn**
- **Organization's Instagram**
- **Organization's Twitter**
- **Executive Director/CEO: First and Last Name**
- **Executive Director/CEO: Email**
- **Executive Director/CEO: Phone**
- **Current Board President/Chair: First and Last Name**
- **Current Board President/Chair: Email**
- **Current Board President/Chair: Phone**
- **Current Administrative Contact: First and Last Name**
- **Current Administrative Contact: Email**

Miscellaneous

- **Membership with Kentucky Nonprofit Network:** To participate in Kentucky Nonprofit Network's Best Practices Partnership it is necessary for organizations to be an active member of KNN. Visit KNN's [membership page for more information about becoming a member of the state association of nonprofit organizations](#). *You may also visit our nonprofit member directory to see a list of active members.*
 - Current KNN Member
 - Plan to join KNN
 - Unsure if we are a member of KNN

Tax Related Questions and Compliance

- **Annual registration is current with the Kentucky Secretary of State:** Appropriate annual informational return filled with the IRS (**check which form your organization files**).
 - Form 990
 - Form 990-EZ
 - Form 990-N (postcard)
- **Public 990 Returns:** Are the last three (3) returns publicly available (on your website, on [GuideStar.org](#), etc.)?
 - Yes
 - No
 - In progress
- **Link for visible IRS 990 returns:** Please provide a link(s) to the visible location of your organization's IRS 990 returns located on your website, [Guidestar.org](#), etc.
- **Fundraising Registration in Kentucky:** If raising funds to support your mission, is your organization's annual fundraising registration current with the Consumer Protection Division of the Kentucky Office of the Attorney General? [Click here](#) to look for your organization's name on the Office of the Attorney General's website. Once you see your organization on the list, take a screen shot of what is displayed on your computer screen (you may need to convert this picture image to a .pdf file).

You will need to upload a .pdf of the screen shot image at the end of this application to confirm your registration. If your fundraising registration is in progress or you were unaware of this legal

requirement, please check in progress for this portion of the application. Should you have questions, we are able to assist you.

- Yes, our organization is current with the AG's office and our organization's name is visible on the website.
 - Not Applicable - our organization is not engaged in fundraising or is a religious organization exempt from registration.
 - In progress.
- **Fundraising Registration Other States:** Each state has different laws regarding fundraising registration. If your organization is actively raising funds in other states, you may be legally required to register. [Click here to learn more about fundraising registration in other states.](#)
 - Yes, our organization is registered to raise funds in other states or is not raising funds in states requiring registration.
 - Not applicable - our organization is not raising funds in other states or not raising funds in states requiring registration.

Materials Upload: Please upload .pdf documents to complete this section of the Best Practices Partnership Application.

- **Upload Copy: IRS 501c3 Determination Letter:** Please upload a .pdf document copy of your organization's 501c3 Determination Letter (submitted once at initial application). (20MB max)
- **501(c)3 pending status:** If your organization's 501(c)3 letter is pending - please submit a brief statement of explanation (.pdf format required). (20MB max)
- **Upload Screenshot showing your Fundraising Compliance from Office of Attorney General website:** Please upload a .pdf document screenshot showing your organization's fundraising compliance. You will need to locate your organization from this list on the [Kentucky Office of the Attorney General's website](#). (20MB max)
- **Upload Copy: Board Resolution:** Please upload a .pdf document copy of a resolution from the board of directors stating commitment to utilize the Kentucky Nonprofit Network Principles & Practices tools to enhance organizational effectiveness. (20MB max)

[Click here to download a sample board resolution.](#)

- **Partnership:** Please tell us how your organization plans to utilize or is utilizing the Kentucky Nonprofit Network Principles & Practices Tools.
- **Logo:** Please attach your organization's logo. (20MB max)