

Guide to Starting a Non-Profit

The process of starting a business can be time-consuming and tricky. NetWork Kansas' job is to help guide you through this process so you can start and grow your business more easily. The following is a list of common resources that may be of assistance as you start a non-profit organization in Kansas.

Note: this list is subject to change and you should always confirm advice with an appropriate source to ensure your business meets all legal requirements.

Non-profit Resource Guide, Kansas

NetWork Kansas has identified 500+ resource partners who provide business-building services to entrepreneurs and small business owners. Since we cannot list them all, use the following tools to get connected to the right resources, at the right time:

➤ **Resource Navigator**

Use the Resource Navigator to quickly find the expertise you need. Website:
<http://networkkansas.com/entrepreneurs/find-a-resource/resource-navigator>

Some of the most common resources that assist entrepreneurs are listed below in three different sections: Legal Requirement Information, Free General Assistance, and Additional Assistance.

➤ **NetWork Kansas Referral Center**

If you need additional assistance, you can email us at info@networkkansas.com or dial (877-521-8600) to speak with a NetWork Kansas Referral Coordinator.

Legal Requirement Information:

State-wide License Requirements

Kansas Common Business Licenses: <http://networkkansas.com/entrepreneurs/registering-a-business>

The Referral Center at NetWork Kansas is a free resource that can be contacted for assistance in researching license requirements. Once they identify who regulates the industry of interest, they provide direct contact information to their clients.

Phone: (877-521-8600)

Email: info@networkkansas.com

Local Requirements

There is no general business license for the state of Kansas. Instead each city/county operates a little differently and it is required to contact them to understand what regulations, if any, that they will have for your business.

Business Organization Tax Structure Options

As a new business owner you can choose how you would like to operate your business (ie: Sole Proprietorship, LLC, Partnership, Corporation, or Nonprofit). Visit the link below to download a pdf outlining the common types of business structures:

<http://networkkansas.com/entrepreneurs/registering-a-business>

Kansas Business Center

The Kansas Business Center is your official state resource for information, filings, and personal assistance to start or maintain your Kansas business. Many of the forms that businesses are required to file through the Kansas Secretary of State's Office, Kansas Department of Revenue, and Kansas Department of Labor are available on this website.

Website: <http://www.kansas.gov/businesscenter/>

Technical Help Center: (785-296-5059)

Personal Assistance (NetWork Kansas Referral Center): (877-521-8600)

Internal Revenue Service (IRS)

The IRS regulates Nonprofit Organizations across the United States. Their website has a lot of helpful information, including the links below. A link to their general website: <http://www.irs.gov>. The IRS should be contacted before the state of Kansas; they can be reached at (877-829-5500).

- [IRS Tax Information for Charities and Other Nonprofits](#)
- [Organizational Chart for IRS Exempt Organizations](#)
- [IRS Education, Workshops and Seminars](#)

Kansas (State) Requirements

The following URL is available by the IRS to provide links of useful information for tax-exempt organizations in Kansas. Whether you are already operating or just starting, there is something here for you. Visit the web site below and find information on state registration requirements for charities, taxation, information for employers, and more.

Website: <http://www.irs.gov/Charities-&-Non-Profits/Kansas>

Free General Assistance:

Workshops and Events

Click [calendar](#) to view the events that are scheduled in Kansas to assist small businesses.

The Center of Community Support and Research

Website: <http://webs.wichita.edu/?u=CCSR&p=/nonprofit/>

This is a great place to start when considering starting a Nonprofit Organization in Kansas. Amy Delamaide is experienced and familiar with Nonprofit and can answer basic questions. She can be reached at (316-978-6773). Their website has helpful links including the *IRS Requirements*, and a *Step-by-Step Guide*.

SCORE (Service Core of Retired Executives)

Website: <http://www.score.org/>

“SCORE is a nonprofit association dedicated to helping small businesses get off the ground, grow and achieve their goals through education and mentorship. We have been doing this for nearly fifty years. Because our work is supported by the U.S. Small Business Administration (SBA), and thanks to our network of 13,000+ volunteers, we are able to deliver our services at no charge or at very low cost.

We can provide:

- Volunteer MENTORS who share their expertise across 62 industries
- Free, confidential business COUNSELING in person or via email
- Free business TOOLS, templates and tips here online
- Inexpensive or free business WORKSHOPS (locally) and webinars (online 24/7)

Our 364 chapters hold events and workshops locally across the U.S. and its territories, and match up entrepreneurs with local, volunteer mentors.”

The KC SCORE office can be reached at (816-235-6675). The Wichita SCORE office can be reached at (316-269-6273).

Entrepreneurial Legal Services Clinic at UMKC

Website: <http://www1.law.umkc.edu/clinics/els/index.htm>

The Legal Services Clinic provides a class that outlines the [different types of business entities](#) you can choose from and the potential benefits of each. If you qualify, they can also help you file the paperwork to set your business up. You can call (816-235-6341) for more information on this free class and the other services they provide.

“The mission of the Kansas City Entrepreneurial Legal Clinic Services is to deliver legal advice and facilitate the delivery of professional business planning to owners of small businesses, both existing and start-ups, who cannot afford the market rates for such services. The faculty of the UMKC School of Law will supervise law students as they provide legal and professional services to qualified clients.”

Additional Assistance:

Running a nonprofit can be difficult and requires a lot of different types of skills. As you begin to grow your organization, you will encounter new challenges along the way. Both the Midwest Center for Nonprofit Leadership as well as Nonprofit Connect can help you obtain the ongoing skills you will need to be successful.

The Midwest Center for Nonprofit Leadership

Mark Culver

Phone: (816-235-5720)

Website: <http://bloch.umkc.edu/mwcnl/>

Nonprofit Connect

Amy Kennedy

Phone: (816-235-5528)

Website: <http://www.npconnect.org/>

Foundation Center

Phone: (prefers Live Chat online)

Website: <http://foundationcenter.org/>

Libraries, Business Section

To find the answers, make a trip to your local library. Our business reference librarians can teach you how to use the online databases to research your market quickly and easily. These libraries also have grant and foundation databases that you can search to find potential funding opportunities. You can typically reach them in person, by phone or email for an appointment.

US Sourcelink

NetWork Kansas has sister organizations that are growing in number across the US. We are all affiliates of US Sourcelink. On their website, you can click on the state you wish to operate business in to be directed to their contact information.

Phone: (866-870-6500)

Website: <http://www.ussourcelink.com/about/across-the-country>