



To help you gather the necessary information to complete your *Ministry Account* via our online form, we've created this sheet to help you gather all of the necessary information and save you time and effort.

The *Ministry Account* **MUST** be filled out online at <http://www.missionincrease.org>.

**Mission Increase Foundation will not accept hard-copy submissions of this sheet.**

## **General**

What is your Federal Tax ID#?

Legal Ministry Name

1) Physical Address

2) Physical Address2

3) Physical City

4) Physical State

5) Physical Zip Code

6) Mailing Address

7) Mailing Address 2

8) Mailing City

9) Mailing State

10) Mailing Zip Code

11) Primary Phone Number

12) Secondary Phone Number

13) Fax Number

14) General Ministry EMail Address

15) Website URL

16) Short description of the ministry for the directory page

This information was completed when you registered your ministry. It is automatically added to your Ministry Account.

## **Purpose & Strategy**

1) Who does your ministry primarily serve?

2) In what area are your services primarily offered?

3) In what countries are your services primarily offered?

4) In what states are your services primarily offered?

Note: These are all offered via a drop down menu. Simply click and select all that apply.

## **Governance & Leadership**

1) How many members does your board have?

## **Fundraising & Communications**

1) Please list your total annual income and expenses for the past fiscal years:

	<b>FY</b>	<b>FY</b>	<b>FY</b>
Income:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Expenses:	<input type="text"/>	<input type="text"/>	<input type="text"/>

2) Do you have a designated development officer or staff member whose primary focus is fundraising? Yes No

## **Source Documents**

{Please upload files online}

This section of the ministry application allows you to attach any other documents that you think will be helpful in better understanding your organization.

**Note: While your current IRS nonprofit letter is the only one of these documents required at this time, providing your Most Recent 990 and Most Recent Annual Report is highly recommended.**

Suggested files:

- Articles of Incorporation
- Most Recent 990Most Recent Annual Report
- Business/Strategic Plan
- Annual Ministry Goals
- Most Recent Newsletter