**[A green sign with white text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11888&utm_source=template-word&utm_medium=content&utm_campaign=Non-Profit+Scope+of+Services-word-11888&lpa=Non-Profit+Scope+of+Services+word+11888)NON-PROFIT SCOPE OF SERVICES   
TEMPLATE**

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| **ORGANIZATION** | Name |
| **PROJECT MANAGER** | Name |
| **PHONE** |  |
| **EMAIL** |  |
| **MAILING ADDRESS** |  |
| **PARTNER(S)** |  |
| **DATE** | MM/DD/YY |

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| 1. PURPOSE |
| Explain the purpose of the document, such as outlining services within the non-profit's mission and programs. |
| 2. SCOPE OVERVIEW |
| Describe the non-profit's project, program, and initiative. Define the primary goals and objectives aligned with the organization's mission. |
| 3. SCOPE OF NON-PROFIT SERVICES |
| Specify the non-profit services to be provided. Include details on program activities, community engagement, advocacy efforts, and outreach initiatives. |
| 4. NON-PROFIT RESPONSIBILITIES |
| List the responsibilities of the non-profit organization. Include program management, volunteer coordination, fundraising, and stakeholder engagement. |
| 5. IMPACT AND OUTCOMES |
| Describe the expected impact and outcomes of the non-profit's services. Include metrics for measuring success and social impact. |

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| 6. COLLABORATION AND PARTNERSHIPS |
| Detail any collaborations with other non-profit organization, government agencies, or community partners. |
| 7. RESOURCE ALLOCATION |
| Explain how resources (financial, human, and material) will be allocated to support the services. |
| 8. FUNDING AND GRANTS |
| Outline the funding sources, grants, and fundraising activities related to the services. Include budgetary information if applicable. |
| 9. VOLUNTEER AND STAFFING |
| Describe the roles and responsibilities of volunteers, staff, and leadership involved in the nonprofit's services. |
| 10. REPORTING AND EVALUATION |
| Explain the process for data collection, reporting, and program evaluation. Include any required reporting to funders or regulatory agencies. |

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| 11. STAKEHOLDER COMMUNICATION |
| Detail communication strategies with stakeholders, including donors, beneficiaries, and the community. |
| 12. LEGAL AND COMPLIANCE |
| Address non-profit legal and compliance requirements, including tax-exempt status and governance. |
| 13. DIVERSITY, EQUITY, AND INCLUSION (DEI) |
| Describe DEI initiatives and considerations within the scope of services. |
| 14. RISK MANAGEMENT |
| Explain how risks related to the non-profit's services will be identified and managed. |
| 15. SUSTAINABILITY AND CONTINUITY |
| Discuss plans for ensuring the sustainability and continuity of services. |

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| 16. TERMS AND CONDITIONS | |
| Include non-profit-specific terms and conditions, such as donor stewardship and transparency. | |
| APPENDICES | |
| Attach or link relevant non-profit policies, program guidelines, or partnership agreements. | |
| SIGNATURES | |
| **PROJECT MANAGER** |  |
| **SIGNATURE** |  |
| **DATE** | MM/DD/YY |
| **PARTNER** |  |
| **SIGNATURE** |  |
| **DATE** | MM/DD/YY |

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