IRS form 1023 - brainstorming: part 4 narrative

IRS form 1023 Instrcutions:
Part IV - Narrative Description of Your Activities

Using an attachment, describe your past, present, and planned activities in a narrative. If you believe that you have already provided some of this information in response to other parts of this application, you may summarize that information here and refer to the specific parts of the application for supporting details. You may also attach representative copies of newsletters, brochures, or similar documents for supporting details to this narrative. Remember that if this application is approved, it will be open for public inspection. Therefore, your narrative description of activities should be thorough and accurate. Refer to the instructions for information that must be included in your description.

JRS - example 1023 application - Apache Software Foundation

Hints and tips for
Form 1023, Part IV Page 2 - Part IV - Narrative Description of Your Activities

1. This is the heart of your application.

2. I like to start with the formula: [Name of organization] was organized exclusively for religious, charitable, scientific, literary or educational (choose one or more) purposes. Specifically, [Name of organization] (and then describe in one sentence what the organization does).

3. If possible, define the problem your organization hopes to solve, using statistics if available.

4. Try to cover WHO, WHAT, WHEN, WHERE, HOW, etc.

5. Although Form 1023 asks for a description of planned activities, it is premature to mention activities if your planning has barely begun. If you cannot adequately describe an activity, the IRS may have no choice but to say you cannot engage in that activity. You will have a chance to let the IRS know about any new activities your organization has started every year when you file the annual Form 990 or 990-EZ.

6. Sometimes it is useful to sprinkle your narrative with a list of other attachments that describe the activities in greater detail, such as a mission statement, list of goals and objectives, grant applications, and so forth.

7. The instructions for Form 1023 say that any alternate names used for your organization should be explained in your Part IV Narrative.

Prepare Your Own 501(c)(3) Application has seven pages of hints for writing a good narrative. The supplements for Environmental Organizations and Animal Welfare Organizations have actual samples for those kinds of groups.

[excerpt from Mach 30 draft bylaws]

Section 2. Specific Objectives and Purposes
The specific objectives and purposes of this corporation shall be:
(a) Develop and build an open space access infrastructure by engaging in activities such as designing, building, testing, and certifying launch vehicles, spaceships, space stations, planetary habitats, and spaceflight related hardware or processes;
(b) Promote development of a spacefaring culture by sponsoring activities that inspire the public to embrace the possibility of life beyond Earth;
(c) Develop processes and provide training for the engineering community in sustainable leadership;
(d) Develop and administer an ITAR compliant "collaborative environment" for open design development of engineering and software projects;
(e) Directly engage in or support efforts/activities of others that engage in promotion of space exploration, generally.

[excerpt from Mach 30 articles of incorporation]

THIRD: Purpose for which corporation is formed
To hasten the advancement of humanity into a spacefaring civilization through sustainable leadership, open design practices, and a bias toward mature technology

Draft Narrative:

First Sectioin
Mach 30 Inc. (referred to as "Mach 30" for short) was organized exclusively for scientific purposes. Specifically, Mach 30 intends to hasten the advancement of humanity into a spacefaring civilization, as stated by the Mission Statement found in the articles of incorporation (link). The organization has spent a significant amount of time <___quantitative time unit?___> developing 3 processes through which this goal will be achived. They are sustainable leaderhip, open design practices, and a bias toward mature technology, and they anchor the core principles of the organization. A detailled diescription of each concept of the Mach 30 mission statemnet can be found <___link here___>. Also, the stated purpose and objectives of Mach 30 (from Article 2 Section 2 of the bylaws) can be found using this link.

Next Section
[...insert a BRIEF discussion of the problem area that Mach 30 is addressing...]
Mach 30 believes that space should be availble to everyone. Therefore, the evolutionary goals of Mach

30 start with creating <___orbital manned space lauch capability that is___> safe, sustainable, routine, and reliable. For the forseable future, all activity of Mach 30 will focus on this objective. In that vein, Mach 30 has developed a program called Aurora which will _____ [... make a name for <ourself>, help get noticed, lead to clout in this industry...] The purpose of the Aurora Program is to <____develop the first increment of capability that leads to start the journey towards accomplishing the bigger Mach 30 mission___>. Aurora Phase 1 will start with a Mach 30 sponsored design contest for groups to develop and submit concepts for small reusable manned orbital launch vehicles. The subsequent phases of the Aurora program will then take the results of the contest and refine them into (a) workable system(s). The pinacle accomplishment of the Aurora project would be to build and fly at least one of these design. [...discuss timeline, budget, and capability...]

[...also in this section is a discussion of what needs to be done to allow the phase 1 contest, and timeline for completing it...]
Immediate next things to do before Aurora:

1. Develop the open-design work-space necessary to host the Aurora concepts (including licences)
2. ITAR - agree to terms with the US State Dept on how to proceed with open-design programs

Next section
[a HUGE section on the funding sources for Aurora.]
[... inclusde assumptions regarding income profile (steady vs fluxtuating)...]
[...this is also the section where we demonstrate significant financial support from various governmental grants, private agency funding, and individual contributions (since we want to become a publically supported public charity)... or do we plan to derive our income from activities related to our exempt purpose?]

Specifically if we plan to:

- offer classes? how we will recruit instructors and attract students
- rely on grants? state the likely sources (or categories) of grant support
- solicit fund raising? provide narrative descriptions of these activities (refer to part VIII of this form to provide additional information)...include (attach) literature planned for distribution to solicit support

Sub section relating how the website is involved in the fundraising plan.