



SMCF NONPROFIT NETWORK TRUSTED COMMUNITY PARTNER APPLICATION

Our trusted community partners are the backbone of our foundation, and we're grateful to walk alongside you in this work.

If internet access or digital tools are limited, you can fill out this form on paper and return it to our office, along with a copy of the five required financial documents. We'll take care of uploading your responses. If you don't have a website, logo, or social media presence, that's completely okay. We understand that every organization is on its own journey, and we're here to support you as you grow. Thank you for all you do to support our community.

If you have questions or would like help at any point, our longtime bilingual Administrative Director, Araceli Cerritos, is happy to answer any questions (+52 415 152 7447 | WhatsApp: +52 415 105 8252).

Nonprofit Network Application Checklist

Have these ready before you begin:

- Legal organization name and status (A.C. RFC and/or 501(c)(3))
- Any historical SMCF funding support (amounts, projects, and dates)
- Primary SMCF cause area
- Mission, vision, goals, volunteer pitch (short, polished)
- Official organization address and website
- Primary Organization point person for SMCF matters.
- Board information (status, number of members, Chair)

Required financial compliance documents (PDFs):

- Balanza (current year) – Must be signed by your organization's accountant
- Most recent Social Security liquidation
- Most recent protocolized record (Acta Constitutiva)
- Tax compliance opinions from SAT, IMSS (Federal), and SATEG (State)
- Proof of current tax status (Constancia de Situación Fiscal)

Turning Generosity Into Lasting Impact Since 1976

Organization Overview

Organization Legal Name

Organizations holding U.S. 501(c)(3) and/or Mexican AC status serving the San Miguel de Allende region are welcome to join our Network. Please tell us your status.

Is your organization a Mexican Asociación Civil (A.C.)?

Yes No In Process

If yes, what is your Registro Federal de Contribuyentes (RFC)?

Is your organization an American nonprofit 501(c)(3)?

Yes No In Process

If yes, what is your EIN (Employer Identification Number)?

Have you ever received funding support from SMCF?

Yes No

If yes, list all project and/or pass-through donation amount(s) and date(s).

Cause Area

SMCF divides causes into six primary areas. What cause area best represents your work?

We organize our nonprofit network into six core cause areas to help donors, volunteers, and community members better understand the impact across San Miguel. We know many organizations wear many hats – please select the one cause area that best reflects your primary focus. This won't limit your work or future opportunities; it simply helps us tell your story clearly and connect you with the right support. Select one.

- Health & Well-Being (includes Animal Welfare)
- Food & Nutrition
- Education & Youth
- Arts & Culture
- Local Enterprise & Economic Mobility
- Environmental Sustainability

Mission

Your mission explains why you exist. In one or two sentences, describe the core purpose of your organization and who you serve.

Vision

Your vision describes the future you're working toward. Share what lasting change you hope to see if your work is successful.

Goals

Your goals outline what you aim to accomplish. Briefly list your key priorities or outcomes for the next 1–3 years.

Volunteers

Does your organization accept volunteers?

We'd love to send volunteers your way and want to make sure it's a positive experience. Please be candid about your needs and capacity. Volunteers appreciate a quick response and clear direction about what they'll be doing.

Yes

Not yet

At our location

At a field site

Remote work options

Spanish required

Background check required

Physical work

Write a concise pitch inviting volunteers to join your mission.

With so many organizations to choose from, why should a volunteer pick you? People want to feel valued and believe they are really making a difference. What can they expect? Do they need any special skills? How do you engage volunteers?

We'd love to send volunteers your way and want to make sure it's a positive experience. Please be candid about your needs and capacity. Volunteers appreciate a quick response and clear direction about what they'll be doing.

Contact Information

We want to ensure it's easy for the public, potential volunteers, donors, and SMCF staff to reach the right person at your organization. Only official contact information will appear in the public directory.

Official Organization Contact

This information will appear in your directory listing.

Organization Public Contact Email _____

Organization Website _____

Organization Phone _____

Organization WhatsApp _____

Organization Physical Address _____

Organization Mailing Address (if different)

Primary SMCF Contact

Who in your organization will be the point person for SMCF-related matters? This info *will not* be published in the directory. It's simply so we can reach the right person quickly and easily.

Your Point Person's First Name _____

Title _____

Email _____

Phone _____

WhatsApp _____

Financial & Legal Compliance

This information ensures transparency across the Network. Having this information on file streamlines future grant applications and post-grant reporting, saving time for everyone.

Do you have a Board of Directors?

Yes Not yet

If yes, how many people serve on your Board of Directors? _____

What is the name of your Board Chair? _____

Required Documents

Please submit copies of the following five documents (required):

1. Balanza (Current Year) - Must be signed by your organization's accountant
2. Most recent Social Security liquidation
3. Most recent protocolized record (Acta Constitutiva)
4. Tax compliance opinions from SAT, IMSS (Federal), and SATEG (State)
5. Proof of current tax status (Constancia de Situación Fiscal)

Media & StoryTelling

Sharing your story helps donors, volunteers, and the wider community understand the impact of your work. The information and media you provide here will be used to create your public profile in the SMCF directory and may be featured in our storytelling and outreach. We will always aim to present your work with care, accuracy, and respect.

Are you on social media?

We can help amplify your storytelling! Be sure to tag us in your posts.

Yes Not yet

What are your social handles? Please list full https://

Instagram _____

Facebook _____

LinkedIn _____

Other _____

Organization Logo

Please send us your logo in JPEG or PNG format if possible (square and horizontal versions, light and dark backgrounds). A transparent PNG is also welcome. These will be used in our public nonprofit directory and promotional materials.

Do you have an overview video or a compelling piece to share?

Please list full https://

Yes Not yet

Youtube _____

Vimeo _____

Photos

Please submit up to five photos of your organization actively engaged in your mission.

Consent

By submitting this application on behalf of my organization, I confirm that all information provided is true, complete, and current to the best of my knowledge.

I acknowledge that inclusion as a Trusted Community Partner in the SMCF Nonprofit Network will be reviewed annually and that maintaining accurate, up-to-date information is essential.

By checking the consent box below, I authorize SMCF to: contact me for clarification or additional documentation if needed; edit submitted responses to fit within our directory constraints, appreciating that SMCF will endeavor to stay true to original content and intent as much as possible; and grant permission for SMCF to feature submitted responses, images, video, and my organization's logo in print and digital marketing materials.

By checking this box on behalf of my organization, I agree.

Printed Name: _____

Signature: _____

Date: _____

Thank you for taking the time to share your mission with us. We know any application takes time and effort, and we don't take it lightly. We're honored to welcome you as a Trusted Community Partner, so that all our member organizations can continue to show up with more presence, power, and purpose.

*With Gratitude,
The SMCF Family*