

# *CARROLL NONPROFIT CENTER*

## **Tenant Selection Criteria & Requirements**

### Tenant Selection Criteria

1. A prospective tenant for the Carroll Nonprofit Center (CNPC) must:
  - a) Be a 501(c) 3 organization under the U.S. Internal Revenue Code or a grass roots program under the 501(c) 3 of another organization with the intention of forming as a separate 501(c) 3 entity
  - b) Assist only citizens of Carroll County, Maryland
  - c) Have a mission that is in accordance with the mission of the CNPC
2. CNPC will make every effort to select tenants for The Nonprofit Center that are diverse and represent the population of Carroll County.
3. CNPC will select tenants that provide services that are not duplicated by other tenants.
4. Prospective tenants must provide:
  - a) A brief history of the organization, mission, and services provided
  - b) Current board list
  - c) Current goals with expected outcomes
  - d) Description of cooperative and collaborative relationships
  - e) Normal hours of operation
  - f) A list of staff by title, job description, and hours worked per week
  - g) Current operating budget
  - h) Most recent audited financial statement and current financial statement
  - i) Maryland tax-exempt certification letter
  - j) IRS 501(c)(3) determination letter
  - k) Most current annual report or IRS form 990
  - l) A description of how tenancy in the nonprofit center will benefit the residents of Carroll County

### Tenant Requirements

- Pay a per square foot charge for utilities, landscaping and snow removal
- Pay for phone and internet service
- Share common areas such as conference rooms, restrooms, break areas, etc.
- Submit an annual report within 45 days of the close of the agency's fiscal year. CNPC will provide a report format
- Procure and maintain general liability, worker's comp, and employer's non-owned automobile liability coverage at limits set forth by CNPC
- Meet with a representative from CNPC for an annual program evaluation.
- Maintain service levels to the community
- Abide by the facility rules & regulations set forth by CNPC
- Agree not to use the premises for any retail, sales, industrial, manufacturing, warehouse or similar use