

# Brigade Status Declaration

## Response Worksheet

This worksheet previews the questions on the Brigade Status Declaration Form. [Click here to make a copy of this document](#) for your use to respond to and compile requested information collaboratively.

By submitting the Brigade Status Declaration Form, you will be indicating to us your Brigade's decision to continue with another fiscal sponsor, continue as a nonprofit, or dissolve.

When you're ready, submit your responses through the [Brigade Status Declaration Form](#) by **May 1st, 2023**.

***THIS DOCUMENT IS NOT THE OFFICIAL FORM***

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## 1. Declaration of Status

### 1.a. What is your Brigade's status?

Let us know if you intend to continue with a new fiscal sponsor, will continue to work with your current fiscal sponsor, are incorporated as a 501(c)(3), intend to incorporate as a 501(c)(3), or intend to sunset your Brigade.

If you have questions on these options, please reach out to us at [brigade-info@codeforamerica.org](mailto:brigade-info@codeforamerica.org).

- ☐ **OPTION A:** We have identified a new fiscal sponsor that we will be continuing our work with.
- ☐ **OPTION B:** We established a NEW 501(c)3 nonprofit to continue our work.
- ☐ **OPTION C:** We already have a different fiscal sponsor and are continuing our work with them.
- ☐ **OPTION D:** We already are a 501(c)3 and are continuing our work.
- ☐ **OPTION E:** We are closing down our Brigade.

***If you chose OPTION E (We are closing down our Brigade), navigate to [Actions for Option E](#).***

1.b. We recommend that Brigades\*\* currently using the “Code for” prefix begin the process of changing their name ([learn more about the change here](#)). What support do you anticipate needing in changing from a "Code for" prefix to a new prefix or name?

If your Brigade name does not use the “Code for” prefix, skip to [Question 1.d](#).

\*\* This includes partner 501(c)3 Brigades that also use a “Code for” Brigade name alongside their nonprofit organization name.

1.c. Have you decided on a new name your Brigade will use and do business as?

We will be including the new name you provide here on offboarding documents. If you mark undecided, we will follow up with you. We will need the new name in order to execute the transition documentation for you.

- ☐ No, we are undecided at the moment.
- ☐ Yes, we have decided on a new name. (please share your new name below):

1.d. Provide additional information related to your Brigade’s status in the section that corresponds with the option chosen in [Question 1.a](#).

Navigate to a Section	
<a href="#">Option A</a>	We have identified a new fiscal sponsor that we will be continuing our work with.
<a href="#">Option B</a>	We established a NEW 501(c)3 nonprofit to continue our work.
<a href="#">Option C</a>	We already have a different fiscal sponsor and are continuing our work with them.
<a href="#">Option D</a>	We are closing down our Brigade.

**OPTION A: We have identified a new fiscal sponsor that we will be continuing our work with.**

With the information you provide, we will begin the due diligence process to verify the new fiscal sponsor and then begin the transfer process. For more information or questions about what happens next to transfer to a new fiscal sponsor, email us at [brigade-info@codeforamerica.org](mailto:brigade-info@codeforamerica.org).

**1. Name of your fiscal sponsor**

**2. Point of contact / Individual with signing authority at your fiscal sponsor (Name and Email)**

**3. What is the mission of your fiscal sponsor?**

**4. Fiscal Sponsor's mailing address**

If you have funds in your Brigade's account, we may transfer the money to your fiscal sponsor by mailing a check.

**5. IRS Determination Letter:** You'll be asked to upload a copy of your new fiscal sponsor's IRS Determination Letter in the form. If you do not have it, we recommend reaching out to the point of contact at your new fiscal sponsor organization. Otherwise, we'll email them.

***CONTINUE TO THE [NEXT QUESTION](#)***

**OPTION B: We established a NEW 501(c)3 nonprofit to continue our work.**

**1. Name of your nonprofit organization**

**2. Point of contact / Individual with signing authority at your nonprofit organization (Name and Email)**

**3. What is the mission of your nonprofit organization?**

**4. New 501(c)3 organization's mailing address**

If you have funds in your Brigade's account, we may transfer the money to your organization by mailing a check.

**5. IRS Determination Letter:** You'll be asked to upload a copy of your nonprofit organization's IRS Determination Letter in the form.

**CONTINUE TO THE [NEXT QUESTION](#)**

**OPTION C: We already have a different fiscal sponsor and are continuing our work with them.**

1. Name of your fiscal sponsor

2. Point of contact / Individual with signing authority at your fiscal sponsor (Name and Email)

**OPTION D: We already are a 501(c)3 and are continuing our work.**

1. Name of your nonprofit organization

2. Point of Contact / Individual with signing authority at your nonprofit organization (Name and Email)

**CONTINUE TO THE [NEXT QUESTION](#)**

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## 2. Contracts

Does your Brigade have any active contracts?

If your Brigade is not fiscally sponsored by Code for America, you can skip this question.

Please share the organization's name and the nature of the contract here. This may include grant agreements, in-kind agreements, venue agreements, etc.

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## 3. In-Kinds

Which tools provided by Code for America is your Brigade actively using?

- ☐ Meetup
- ☐ Domain
- ☐ Google Workspace
- ☐ GitHub
- ☐ AWS
- ☐ Heroku

- ☐ Twilio
- ☐ Mapbox
- ☐ Carto
- ☐ Canva
- ☐ Zoom
- ☐ None

- ☐ Other (do not include shared tools like the Code for America Slack or Discourse here):

Of the tools you selected above, which will you need access to through the end of the grace period, 12/31/23?

See which tools are accessible during the grace period on the [Projects & Tools FAQ](#). Do not list tools you'd like to have transferred to you at this time.

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## 4. Projects

Please list ALL projects that you want to transfer ownership of. This includes projects that do not use any CfA in-kind tools.

If your Brigade is not fiscally sponsored by Code for America, you can skip this question.

Please use this format: Project Name ([CfA in-kind tools](#) used, if any\*\*)

- **Example:** Campaign Finance (Heroku: codeforx-campaignfinance; Mapbox)

\*\* For **GitHub, AWS, and Heroku**, please specify the name of your repository or app so that we are able to confirm and locate the correct one.

If you have a **long list of projects**, feel free to link a viewable Google doc here instead.

If there are **no projects to transfer**, please type "None."

**? Why we are asking this:** In the transfer agreement, we want to make very clear that the ownership of all projects that your Brigade has/is working on goes with your Brigade.

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## 5. Intellectual Property

Aside from your projects and tools noted above, what other pieces of intellectual property do you want ownership of?

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## 6. Additional notes, concerns, or questions *(Optional)*

***Do not forget to submit your responses through the [Brigade Status Declaration Form](#) by May 1st, 2023 to avoid longer processing times.***

***ACTIONS FOR OPTION E (WE ARE CLOSING DOWN OUR BRIGADE)***

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Remaining steps for Brigades choosing to sunset their Brigade on the following page.

## Actions for Option E (*We are closing down our Brigade*)

If you choose to dissolve and **do not want further access to in-kinds and funds after June 30th, 2023**, then you only need to submit the [Brigade Status Declaration Form](#) and do not need to sign the Notice of Termination Letter.

It is **HIGHLY recommended** that you sign the Notice of Termination Letter when available, and it is mandatory if you want access to any tools during the grace period (July 1st to December 31st).

**By not providing the signed termination letter, the Brigade will cease after June 30th, 2023, and any assets we have will revert to Code for America.**

### 1. Acknowledgement: Deletion of tools provided by Code for America

- ☐ We intend to sign/have signed the Notice of Termination Letter, which will allow us access to the tools we use during a grace period. We will confirm with you when we have finished our transition and no longer need access.
- ☐ We do not intend to sign the Notice of Termination Letter. We acknowledge that the tools we use will be deleted after June 30th, 2023.

### 2a. In-Kinds: Which tools provided by Code for America is your Brigade actively using?

- ☐ Meetup
- ☐ Domain
- ☐ Google Workspace
- ☐ GitHub
- ☐ AWS
- ☐ Heroku
- ☐ Twilio
- ☐ Mapbox
- ☐ Carto
- ☐ Canva
- ☐ NewRelic
- ☐ Stae
- ☐ Zoom
- ☐ Other (do not include shared tools like the Code for America Slack or Discourse here):

## 2b. In-Kinds Information: GitHub, AWS, Heroku

If you selected GitHub, AWS, and Heroku above, please specify the name of your repository or app so that we are able to confirm and locate the correct one.

## 3. Additional notes, concerns, or questions *(Optional)*

***Do not forget to submit your responses through the [Brigade Status Declaration Form](#) by May 1st, 2023 to avoid longer processing times.***