



Top 5 Tips

CLOSING WITH DIGNITY

1

TIMELINE

- Work doesn't end with the decision to dissolve
- Set board/staff realistic expectations
- Align communication timing to activities

2

COMMUNICATION

- Map out all of your stakeholders
 - Clients/members, board, staff, funders, vendors/creditors, partner organizations, etc.
- Timeline out communication
- Develop FAQs for each stakeholder

3

BUDGET

- Detailed budget to close
 - Additional contractors
 - Creditors/liabilities
- Seek funding support – ex: Together for Impact/local funders

4

CONTRACT

Bring in additional expert support by contracting with specialists. Such as:

- Accounting
- Legal
- Human Resources
- Social workers/psychologist
- Career counselors
- Real estate professionals
- Communications

5

CELEBRATE

- End of the mission
- Community impact throughout the history of the organization
 - Archival possibilities
 - Historical societies, libraries, etc.
- The people's passion for the work
- Celebrate the next phase of the work, the people, the purpose