



**NATIVE
ARTS &
CULTURES
FOUNDATION**

**FUNDRAISING
TOOLKIT
2018**



503.445.4849



nativeartsandcultures.com



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On behalf of the Native Arts and Cultures Foundation family, thank you for volunteering your time and resources to organizing a fundraiser to benefit the Native artists and culture bearers of the U.S.A.!

OUR MISSION

We work with American Indian, Native Hawaiian, and Alaska Native artists and communities to promote revitalization, appreciation, and perpetuation of Native arts and cultures across the United States.

DONOR-FUNDED COMMUNITY PROGRAMS

- A unique Native-led nonprofit dedicated to directing critically needed support to Native American artists and communities on a national scope
- Financial support to individual traditional artists, visual artists, writers, choreographers, filmmakers, musicians, and playwrights
- Financial and programmatic support to Native artist-led projects of social and cultural importance
- Financial and programmatic support to Native communities
- Education on the value, beauty and diversity of Native arts and cultures
- Advocacy for increased recognition and support for Native arts and cultures

DONOR-FUNDED PROGRAMS

The arts and cultures of the diverse indigenous people in this country are powerful, beautiful, and growing, and also offer perspectives that inspire creative solutions to some of our nation's most difficult collective challenges.

A donation to the Native Arts and Cultures Foundation supports all of our operations and programs. If you are interested in supporting one of the specific programs listed below, please contact us.

Artist Fellowships

We support Native artists whose passionate approaches to literature, dance, film, visual arts, storytelling, music, and traditional arts strengthen culture, foster creativity and economic opportunity, and impact social progress, environmental sustainability, and racial equity.

Mentor Artist Fellowships

We honor mentor and apprentice artists by facilitating the intergenerational transfer of cultural knowledge and artistic skill in traditional and contemporary visual arts.

Community Inspiration Program

We mobilize and help sustain Native and tribal artist-led efforts working in communities on issues of social, cultural, and environmental importance.

Advocacy and Education

As catalysts for cultural equity, we promote the work of our Fellows and artist projects, produce issue-oriented presentations, panels, publications and workshops, and sponsor efforts that further intercultural and artistic enrichment.

Resources for Native Artists

We enhance the educational and professional growth of artists by organizing convenings and trainings and sharing knowledge and career opportunities.

EVENTS

We know we have a community full of creative and inventive supporters, and we appreciate all your efforts! See below to jumpstart your ideas.

In Person

Classic Fundraising Events

Host a dinner party, put on a benefit concert, make a special appeal or presentation to your tribal council... any event that introduces new people to the Native Arts and Cultures Foundation is an opportunity to support and grow our donor-funded programs. We ask only that events avoid activities which can be construed as political, dangerous, or otherwise unsavory.

Birthdays/Special Occasions

At your next special occasion, encourage friends and family to donate directly to the Native Arts and Cultures Foundation in lieu of gifts.

Workplace Campaigns

Casual Friday, division contests and “skip the latte” campaigns are great ways to get your whole office involved. See if your workplace has matching gifts or a philanthropy program.

Percent of Sales

Own a business? Have an item or day in which a percent of sales goes towards the Native Arts and Cultures Foundation. It's a great way to involve the community, and boost sales while helping a great cause. Make sure you post the percentage of sales to be donated.

Online

Facebook

If you use Facebook, look for the option to “Raise Money for a Nonprofit Fundraiser” - simply choose the Native Arts and Cultures Foundation, and tell your social network why you support the cause. Be sure to thank you donors during and after your fundraiser!

Razoo

You can set up your very own fundraising webpage for the Native Arts and Cultures Foundation at www.razoo.com . Just search for the Native Arts and Cultures Foundation and choose “fundraise.” You will need an email account to create your fundraiser.

GUIDELINES

Any fundraising activity that is coordinated and executed by community members and volunteers that benefits the Native Arts and Cultures Foundation (NACF) is called a “third-party fundraiser.” The people executing the event are known as the “organizers.”

Organizers will:

- Be responsible for the operational/logistical planning of the activity or event, such as: securing date/venue, selling tickets /coordinating registration, contacting vendors, etc. Please note the NACF will not be held liable for any costs associated with the fundraiser.
- Be responsible for any press releases, public service announcements, advertisements and printed materials (posters, brochures, flyers, tickets, invitations).
- Clearly state the portion of proceeds that benefit the NACF on all promotional materials.
- Ask approval for use of the NACF logo and follow our logo guidelines:
- the NACF logo may not be incorporated into any other business logo.
- the NACF logo cannot be used in conjunction with firearms or tobacco products.
- Comply with all federal, state and local regulation and cannot expose the NACF to any undue risk or liability.
- Cooperate fully with the NACF cash management and gift acknowledgment procedures.
- Keep records of their expenses while organizing a benefit event, and consult with tax specialists as needed.

The Native Arts and Cultures Foundation will:

- Not be responsible for coordinating or assisting with third-party fundraiser event organizing or logistics.
- Provide digital version of the NACF logos.
- Review and approve or decline all marketing materials in a timely manner.
- Loan banners and marketing materials (available for pick up and timely return in Vancouver, Washington).
- Mail out printed materials, such as brochures and branded event invitations for the organizer to distribute.
- Direct organizers to online resources, such as videos, that may help them share the NACF mission.
- Promote approved events on social media and other digital outlets at least once.
- Provide a NACF representative to speak about NACF at your event, if geographically and financially possible. Please note such a representative should not be construed as event staff.
- Have the right to decline association with any event or organization for any reason.

Notes

- For confidentiality reasons, the NACF cannot release donor or volunteers lists to the Organizer.
- Any raffles or drawings must be done in accordance to your state law.
- Insurance (if applicable) is the responsibility of the Organizer. Please provide proof of insurance to the NACF prior to the event. Organizers are responsible for any permits or licenses needed for the event. Contact elizabeth@nativeartsandcultures.org if you need assistance.

PROCEDURES

For in-person fundraisers

As early as possible, please let NACF staff know about your in-person event:

- Fill out our online information gathering form at <https://app.smartsheet.com/b/form/a5557485a89f4d1692c28927c493a45b>
- Or email Development staff: valerie@nativeartsandcultures.org
- Or call 503-445-4849

In accordance with IRS Regulations, Organizers must disclose to participants the amount or percentage of each payment that will benefit the Native Arts and Cultures Foundation (NACF) and any particular fund it may be designated towards.

If event participants wish to make a donation to the NACF at the Organizer's event:

Option 1: The Organizer can collect checks payable to the NACF and deliver checks to the NACF at the conclusion of the event. We ask that that Organize submit the proceeds within 30 days of the event.

Option 2: Alternatively or additionally, the Organizer can direct guests to make their gift online through www.nativeartsandcultures.org/donate

Donors who provide their contact information will receive a letter of thanks from the NACF, documenting their tax-deductible gift. We thank you in advance for personally expressing our deep gratitude for the generosity of each donor.



Participants in the Native Arts and Cultures Mentor Artist Fellowship program, 2017.

PROCEDURES

For online fundraisers

Select a platform such as Facebook or Razoo and follow their how-to instructions on how to set up a fundraiser for the Native Arts and Cultures Foundation.

Let NACF staff know about your fundraiser! Platforms do not necessarily inform NACF when someone names us as their beneficiary.

If the fundraiser takes place on an external platform (Facebook, Razoo, etc.), the platform, and not the NACF, will send the donor gift acknowledgement for their tax purposes.

Thank donors personally on behalf of the NACF. This is critical! For example, Facebook will give NACF the names of donors - but none of their contact information - sometimes a full two months after a fundraiser has concluded. As a result we either cannot thank them at all, or are embarrassingly slow in doing so! So by writing a note of thanks to online donors who you likely personally know, you are helping us acknowledge their generosity much more quickly and meaningfully.

Thank you and good luck!

*The Native Arts and Cultures Foundation is a 501(c)3 nonprofit, EIN # 26-1595870.
Fiscal donations qualify as a charitable deduction for federal income tax purposes.*

This document was developed in accordance with common fundraising practices. It is not intended to serve as tax advice. For more information about tax deductibility of gifts, please consult with a tax professional.



Questions? Please contact our Development staff.
503.445.4849
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