



## Charitable Giving Policy

### **Purpose:**

The NPFMA has demonstrated its commitment to civic and social responsibility since its humble beginning in 1991

NPFMA believes we have a responsibility and a commitment to the state we live and work in. Through our fundraising efforts, we lend support to the health, human services and education, and to enhance the quality of life for the residents of Nevada. In the true spirit of diversity, we work with groups from many different backgrounds, tailoring our relationships and our assistance to meet their needs whenever possible.

### **Policy: The NPFMA Giving Policy initiatives encompass two main objectives:**

- Showing our commitment through financial contributions to charities, civic organizations, educational programs and environmental initiatives;
- Actively promoting volunteer service among our members and demonstrating as a facility management association that we make a difference.

**Focus Areas for Corporate Giving.** We give preference to the organizations which are dedicated to the following activities (in no particular order below)

### **Health and Human Services**

The NPFMA supports health and human services and education in the state we serve primarily targeting:

- Children and elderly in crisis
- Prevention of domestic abuse
- Literacy, education & child development
- Prevention of tobacco, alcohol and substance abuse
- Public health, particularly the immunization and screening of children
- Programs that are designed to feed, house, clothe, or directly assist the needy
- Assist in preparing individuals to become productive employees

It is not possible for the NPFMA to fund every excellent and worthy proposal that matches our areas of interest. This is a function of limited resources and the large volume of requests. A



decision to not fund a request should not be considered a reflection on the objectives of the applicant.

**How to Apply for Charitable Giving:**

Please send application packet to:

NPFMA  
P.O. Box 97993  
Las Vegas, NV 89193-7993

Phone: (702) 798-5156  
Fax: (702) 798-8653  
[www.npfma.com](http://www.npfma.com)

**Applying for Charitable/non-profit funding:**

To be eligible for the NPFMA funding, programs must meet the following criteria:

- IRS 502 ©(3) or 501 ©(3) designation
- Objectives correspond with our program's focus areas
- Must be based in the State of Nevada

**We do not provide funding for:**

- Religious or political purposes
- Individuals
- Travel and related expenses
- Conferences
- Fund-raising activities
- National organizations
- Sports and athletic programs
- Organizations that hold their own golf tournament
- Organizations that are already scheduled to receive significant monies or proceeds from another golf tournament held the same year.

**Contribution Consideration**

To be considered for a contribution, you should send us the following information:

**Proposal Narrative:**

Please provide the following information in narrative form in this order. Five to seven pages or less is recommended, excluding attachments.



#### **A. Organization Information**

1. Brief summary of organization history, mission and goals.
2. Description of current programs, activities, services statistics, and strengths and accomplishments
3. Your organization's relationship with other organizations working to meet the same needs or explain how you differ from these other agencies.
4. The number of Board members, full time paid staff, part-time paid staff, and volunteers.
5. Is there a broad base of support for the program you are proposing?  
Partnerships?
6. Have you formed partnerships to help meet your goals?

#### **B. Purpose of funding**

1. Situation: The situation-opportunity, problem, issue, need and the community that your proposal addresses.
2. Specific activities: Specific activities for which you seek funding and your overall goal(s), action and timeframe.

#### **C. Evaluation**

1. How you will measure the effectiveness of your activities.

### **Attachments**

#### **A. Finances**

- Audited financial statements from your most recently completed fiscal year
- Organization and/or project budget
- List names of corporations and foundations that you are soliciting for funding, with dollar amounts, indicating which sources are committed, pending, or anticipated.

#### **B. Supporting documents**

- List of current Board members and their affiliations
- A copy of your current IRS determination letter (or your fiscal agent's) indicating tax exempt status.

### **When to apply:**

- Proposals are preferred from July 1 through September 30 for possible inclusion in the next calendar budget year/
- Funding for a local effort will only be considered if it is located within the State of Nevada.

### **Where to apply:**

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P.O. Box 97993  
Las Vegas, NV 89193-7993