



The NOMA Foundation
Guidelines for NOMA

The following guidelines are to be used by the Foundation and NOMA. These are not meant to be laws etched in stone. The guidelines do not represent nor are they a substitute for maintaining the legal requirements of Section 501 (c) (3) of the internal Revenue Tax Code as amended.

NOMA Fund Raising

The foundation can act as a partner in fundraising efforts provided the activity meets the following functional criteria:

- Charity
- Education Programs
- Historical Programs

1. CHARITY FUND RAISING

Charity fund raising will require the following:

- Fund Raising Amount
Indication of the fundraising amount that will be designated to the Foundation.
Example 1: Contributions received will go 100% to foundation
Example 2: Contributions will be 60% of the total offering with the remaining to go toward reimbursement of NOMA or other expenses as defined.
- Reason for the Solicitation
All contributions must be in a form that can clearly spell out the basis of or reason for the solicitation.
- Form of Check
Checks must be made out to the Foundation indicating the solicitation purpose or program.
- Mailing
All checks and contributions made in any fundraising shall be made out to and mailed to The NOMA Foundation with the designated Fund raising indicated on the check or contained on documentation in the mailing.
- Cash Transactions
The use of cash contributions will require two duplicate receipts, one to be given to the giver and the other for the

Foundations records. Do not mail cash contributions. Deposit cash into NOMA account and write check for the amount equal to the total receipts.

- Credit Card Transactions
The use of credit card contributions will require two duplicate receipts, one to be given to the giver and the other for the Foundations records
- On line Contributions
This form of transaction has not been addressed.

Charity Fund Raising Administration:

- NOMA Management and Administration
NOMA must outline the management and administration of the fund raising and fundraising event and submit the administrative plan of all receivership of funds. NOMA will be responsible for responses required of any funding sources including any required IRS documentation. Copies should be provided to the Foundation.
- Administration Fees
Funds raised will require from 5-15% to be retained by the Foundation for its administration. The percent shall be determined based upon the funding request and degree of administration required by the Foundation and the Grantee. Note that many grants require both backup and reports on the use of the fund together with expenditure reports. The Foundation can upon receiving the funds, pay, an agreed upon amount to NOMA for administration and documentation of the program or fundraising event.

NOMA Chapter Charity Fund raising:

- Chapters are to follow the requirements of national NOMA for fund raising as written above.
- Limitations:
There may be a limitation on the number of Chapter Fund raising activities depending upon the administrative load on both the Chapter, national NOMA and the Foundation.

Charity Fund Raising Activities – Dinners, Sales etc.:

- Foundation Approval
All activities to raise funds, such as award dinners, auctions etc. that require Foundation participation shall first be approved by the NOMA Foundation Board. The activities requiring Foundation participation must be fully funded to assure that no funds of the Foundation are exposed.
- Funding Requirements
The Foundation will not support the development of any fundraising event requiring up front funds. An activity can be funded by the

Foundation where contributions have been placed in the Foundation to cover all the cost to produce the fundraising activity or event. All money received in the solicitation of such fund raising through the sale of tickets etc. must be sent to the Foundation and the Foundation will reimburse the fundraising event for expenses while retaining the difference as the contribution to the Foundation. Specific use of the funds raised should be spelled out and directions for expenditures should be part of the initial program submission.

- **Funding Value** All invitations, tickets, programs or auctioned items must clearly indicate the amount of the value of the item being auctioned and identify the exact amount of the contribution. For example if an artist gives a piece of art and expects the cost to be reimbursed the item will be placed at cost plus the contribution.

2.0 EDUCATION PROGRAMS AND SCHOLARSHIIPS

Scholarships:

- **National NOMA or the local Chapters** may develop scholarships in the name of the Foundation.
- **Scholarship Descriptions and Criteria**
The Chapter or National NOMA must write a description of the scholarship, the criteria for selection and it must be approved first by the Chapter or the National NOMA Board and then by the Foundation.
- **Scholarship Solicitation**
Solicitations for scholarships must clearly state the mission and criteria of the scholarship and the selection process.
All funds raised for the scholarship must be solicited in the name of the Foundation and the related designated scholarship with all checks and donations clearly indicating the scholarship to be funded.
- **Investment of Scholarship Funds**
The Foundation will provide, to the best of its ability, safe investment placement of funds to attempt to prevent the funds erosion by inflation.
- **Endowments**
The Foundation will attempt to secure, to the best of its ability, the funds in an investment that can achieve a reasonable interest above inflation for scholarship that become endowed.

Education Programs:

- **Student Competitions**
The Foundation can be the recipient of funds for the annual student competition and other specific NOMA scholarship activities. A written description of these activities must be developed and

approved by the Foundation Board. This may allow added funding opportunities based upon C3 status.

- Other Educational Programs
The potential for educational programming has never been developed. Consideration should be given to this effort by the NOMA Board. See Grants below.

3.0 HISTORICAL PROGRAMS

NOMA has not taken full advantage of funding opportunities regarding historical research and presentations. There has been no effort to secure funding for speakers or exhibits.

4.0 FUNDING /GRANTS

- Solicitation of Funds and Grants
Prior to the solicitation of any non-profit foundations or institutions for funding or grants the Foundation must be made aware of all criteria governing the use of funds and must have the names of all the agents that will administer and execute the grant.
- Funding and Grant Receivership
The Foundation shall be the sole receiver of any grant proposal except where the Foundation is a partner with another 501 c3 corporation. In the later condition the funds or grants must clearly stipulate the Foundations role and the funds that will benefit NOMA members in accordance with the Foundation's mission.
- Funds and Grant Administration
All persons functioning in an administrative, management or leadership position in the execution of the funds or grant must be current NOMA members (dues must be up to date). Volunteers or paid staff, must be supervised by NOMA members and do not have to be members of NOMA.

This outline of the function of the NOMA Foundation is a living document subject to modification based upon the determination of the NOMA Foundation Board.