



NAM-NYC DIY Fundraising Frequently Asked Questions

How long does it take to get my Fundraiser Proposal approved?

Proposals will be approved within 10 business days of receipt.

Do I need to create a 501c3 (non-profit) organization to host a fundraiser for NAMI-NYC?

No, anyone can host a fundraiser for NAMI-NYC with our approval. Staff can provide an authorization letter confirming the organizer's intent to raise funds for NAMI-NYC.

Can I use NAMI-NYC's name and logo?

Once your fundraiser is approved, we will provide you with NAMI-NYC's logo for your marketing materials. We must review everything with our name and logo before it's printed or distributed. This includes the use of the NAMI-NYC logo on your website or your company's website.

Can NAMI-NYC provide insurance for my event?

Because NAMI-NYC is the beneficiary and has no direct involvement with running the fundraiser, we cannot provide insurance for third-party events. The event organizer is responsible for obtaining insurance for the event.

Can NAMI-NYC help me get a permit for my event?

The organization and execution of the event is the responsibility of the event organizer. The event organizer must obtain any necessary permits or licenses.

Can I use the NAMI-NYC's Tax Exemption number?

Because NAMI-NYC is not hosting your event, it is considered a third-party event. For this reason, you will not be able to use NAMI-NYC's IRS 501(c)(3) charitable classification, federal tax ID number, or tax-exempt certificate.

Will each of my donors get a receipt?

NAMI-NYC cannot issue charitable tax receipts for donors or sponsors who make payments directly to your third-party event. If your donor wants a receipt, please be sure the check is made payable to NAMI-NYC and leave the check in its original form before sending it to us. We prefer to send tax acknowledgements via email, so please attempt to include one. Alternately, a donor can donate directly through our website at naminyc.org/donate

Please note that there are complex regulations around the distribution of charitable tax receipts. This includes donations of money, in-kind items and services. Issuing an inappropriate

receipt can put our charitable tax status in jeopardy so please do not promise any kind of receipt. For more information about charitable tax receipts please contact NAMI-NYC.

Can I pay myself back for expenses I've incurred?

We recognize that some coordinators need funds to run an event and pay expenses. However, NAMI-NYC cannot fund or financially support community fundraisers. Coordinators are responsible for covering all expenses and cannot be reimbursed by NAMI-NYC.

If you have any additional questions, please contact our Events Manager Emma Schorr at eschorr@naminyc.org. Thank you!