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National Heritage Foundation

New Foundation Checklist

This checklist will help you review NHF's policies before applying for a Foundation at NHF. If beginning a foundation under the supervision of a registered PDO (Philanthropic Development Officer), it must be completed and initialed by both the PDO and the foundation director, and submitted to NHF, along with the new foundation application.

| PDO Initials | Fdn Dir. Initials | |
|--------------|-------------------|---|
| _____ | _____ | 1. Once accepted, your foundation becomes a project of the National Heritage Foundation. It is not incorporated on its own. As a project of the NHF, you will not have to file any state or federal reports for your foundation, nor do you register your foundation with any agency. NHF is registered in all 50 states. |
| _____ | _____ | 2. The foundation will have nonprofit tax-exempt status only under the NHF. Your foundation will be known legally as "a National Heritage Foundation." You must state this relationship on all literature. |
| _____ | _____ | 3. You are responsible for the raising of funds for your foundation. For it to be considered a tax-deductible donation, you must send all donations to the NHF for deposit into your foundation account. |
| _____ | _____ | 4. You may not open any separate bank accounts or merchant accounts in the name of NHF or your foundation at NHF. |
| _____ | _____ | 5. Your foundation is not exempt from paying state sales tax when purchasing items to be used by your foundation. If your foundation would like to mail foundation-related material at a nonprofit bulk rate, please contact NHF for the forms. |
| _____ | _____ | 6. You may not incur any debt whatsoever in the name of your foundation. This includes putting the name of NHF or your foundation at NHF on any leases, credit cards, telephone or utility bills, loans, etc. |
| _____ | _____ | 7. By having a foundation at NHF, you are not automatically considered to be an employee, director or agent of the NHF. |
| _____ | _____ | 8. If there are no funds in your foundation account, no disbursements may be made. |
| _____ | _____ | 9. You have the ability to make recommendations to the NHF as to where the funds in your foundation account are to be sent, but the NHF has final authorization. |
| _____ | _____ | 10. NHF will send charitable receipts directly to those who donate \$250 or more. For those who donate less than that, they may use their cancelled check as proof of donation. You should, of course, keep a list of all your donors and thank them personally on your foundation letterhead sent to you by the NHF. |
| _____ | _____ | 11. Please keep NHF informed of all the activities in which your foundation is involved. We have staff ready to assist you with fundraising ideas, grant proposal editing, and marketing material creation. Send us a copy of all your foundation literature to keep our files up-to-date. |