Community Assistance Program

Navajo Arts & Crafts Enterprise (NACE) is the leading enterprise among the Navajo Nation to market Native American-made, handcrafted jewelry and products that service the Navajo people. NACE is a non-profit enterprise, and the only tribally owned business of the Navajo Nation that showcases the authentic artistry of the Native American artisans.

Along with our mission to serve the Navajo people and artisan, NACE enthusiastically and proudly gives back to local and surrounding communities through NACE's Community Assistance Program. Requests for assistance for financial donations, sponsorships, and inventory contributions are available, depending on availability of funds.

The following are available for assistance or donations:

- Financial
- Sponsorship
  - Ex. Rodeo, Contestant, Education, etc.
- Inventory Contribution
  - Ex. Door prize, gift(s), etc.

In addition to the Community Assistance Program packet, please include the following documents:

- A detailed letter addressed to the current Director of Sales and Marketing explaining your request
- Organizational information that checks will be written to, if approved(checks will not be issued to individuals – must provide tax ID number)
- Media information for your event(optional)

Feel free to submit any additional information that you feel would support your request.

The time frame that each request will be processed will vary depending on the request, as well as the time in which NACE is notified before the event. Please be advised that a month in advance is appreciated. Requests that are submitted within two weeks or less before the event will not be processed for further review. Please ensure all necessary documents have been submitted for your request. Any missing information will result in delay of further processing.

NAME:_____ **TYPE:_____**

Logo identification

As a supporter of your event, Navajo Arts & Crafts Enterprise requires you to recognize our contribution to your event. Recognition can take place in:

- Announcements and logo placements throughout the event
- Banner placements
- Logo placements in programs, on promotional items, etc.

Logos and media are available upon request from Navajo Arts & Crafts Enterprise

I,_____, have read the above requirements, and understand the conditions of my request from Navajo Arts & Crafts Enterprise. I also understand that all information requested is my responsibility and will be submitted in one portfolio. I acknowledge that by not providing all the necessary documents for my request, my request may be delayed until that information is obtained. Also, in the event that my request is fulfilled by NACE, I will honor full recognition of their contribution to my cause.

_____ _____

Signature Date

Name:_____

Organization:_____

Address:_____

Phone:_____ Email:_____

Type of application: Financial Sponsorship Inventory Contribution

Date of Submission:_____

Provided documents:

- Request form __
- Letter __
- Organization information __
- Media information __
- Additional information __

Navajo
ARTS & CRAFTS ENTERPRISE
EST. 1941

Office Only

Name:_____ Date Received:_____

Granted: ____

Denied: ____

_____ _____

Director of Marketing and Sales Date

_____ _____

Chief Executive Officer Date

Inventory Information:

Item #	Description	Retail Price	Donated Price
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Grand Total:

Journal Entry

Date

_____ Donation 7340-000 $

_____ _____ $_____