

Confederated Tribes of the Colville Reservation Donation Committee Policy and Bylaws

1. Purpose of this Policy

The Donation Committee of the Confederated Tribes of the Colville Reservation was established to develop a fair, consistent and transparent process for providing monetary donations for worthy activities benefiting Tribal member individuals and/or groups.

2. Donations Committee Authority and Responsibility

The Donations Committee is the **sole** entity which may approve and issue donations on behalf of the Confederated Tribes of the Colville Reservation and the Colville Business Council. The Colville Business Council will not authorize donations from the Committee but will refer all requests to the Committee. All applications must comply with the timing requirements of this policy.

3. Annual and Non-Annual Donations.

The Committee is authorized to distribute two categories of donations, “Annual Donations” and “Non-Annual Donations”.

4. Definitions and Funding Application Requirements

For purposes of this policy, the following definitions will apply:

4.1 Annual Donation: An Annual Donation is one which is considered by the Colville Business Council (CBC) on an annual-year basis, for a certain amount to be allocated to the entity in the tribal fiscal year. All entities must make timely application to the Donation Committee by March 31st to be considered for the Annual Donation budget. The Donation Committee shall then forward the applications to the CBC for its determination of funding.

4.2 Youth and Elder Donation: The Committee shall consider at maximum of a \$ 150.00 youth and a \$ 150.00 elder donation requests individually and

approve or reject them pursuant to the policies herein. Entities are not eligible for Youth or Elder Donations.

4.3 Community Function: This is a Colville Tribes' related event or activity that will benefit Colville Tribal members in one or more of the four Reservation District communities. A maximum of \$ 150.00 for a community event shall be considered.

4.4 Elder: A Colville Tribal member aged fifty-five (55) years or older.

4.5 School-Related Activity: This is an activity which is officially endorsed by a K-12 school and for which the school requires additional funding to implement the activity. In order to qualify for funding, the application must include a signed document from the school district or school's authorized representative (ie: superintendent/principle) warranting that the activity is endorsed by the district or the school and contain an estimate on how many Colville Tribal member youth (18 year of age or young who are still in school) will participate in this activity. A maximum of \$ 500.00 for a school related event shall be considered.

4.6 Youth Sports Group Activity: This is an activity supervised and operated by a public school, the Colville Tribe's Community Centers, or a non-profit entity. A group is defined as 5 or more participants. The application for funding must include a flyer or registration form and a roster showing the 1.) estimated number of Colville Tribal member youth who will participate in this activity and 2.) show the group consists of at least 50% of Colville Tribal members. A maximum of \$ 500.00 for a youth sports group activity shall be considered.

5. Application Process

5.1. Requests for new Annual Donations from the Committee are due to the Committee no later than March 31st of each calendar year. The Committee will review the requests no later than April 30th of each calendar year and will propose to the CBC in its upcoming fiscal year budget an amount to

cover all current and ongoing Annual Donations as well as to cover new Annual Donation requests approved by the Committee. The CBC will not consider requests for Annual Donations once the fiscal year budget has been approved.

5.2. Requests for Committee Non-Annual Donations must be submitted on completed applications forms to any member of the Committee no less than two weeks prior to the event or funding may not be processed prior to the event. Downloadable application form[s] will be posted on the Colville Tribe's website.

5.3. Only one donation request will be awarded in any fiscal year to any individual or group applicant. Each Annual and Non-Annual donation request must be matched at 50% of the requested amount by the applicant. Written evidence (receipts, bank statements, invoice, etc.) that the applicant has the matching funds available must accompany the application. Applicants which are denied may not be resubmitted unless the denial was based on a committee determination that the application was incomplete. Applicants will be notified in writing by a Donation Committee member within ten (10) business days of the Committee's decision.

6. Award and Accountability Process

6.1. Prior to receiving any additional funding, recipients MUST provide validating documentation, including original receipts, written reports, invoices, etc. Summary reports of the expenditure of donations will NOT be accepted in lieu of original receipts. If the applicant cannot provide adequate documentation:

6.2. Failure to provide adequate and timely documentation and receipts shall result in the named applicant will be placed in Accounts Receivable and billed for the amount received. Until the recipient provides required documentation or repays the amount, the recipient is ineligible to receive future funding from the Committee or directly from the Colville Business Council. In addition, the Committee may

take such other legal action as it deems necessary to recover the donation amount from the named applicant.

6.3. The Committee shall report, on a quarterly basis, to the Management and Budget Committee of the CBC, the total amount dispersed from both Annual and Non-Annual donation line items in the last quarter and in total for the fiscal year to date, and a brief description of the events/activities funded. The Committee shall include in its report whether any recipient has failed to properly account for the expenditure of a donation, and what steps the Committee has taken to recover this amount on behalf of the Colville Tribes.

7. Ineligible Activities and/or Applications

The Donation Committee may fund only activities identified in the fiscal year budget by the Colville Business Council. Certain activities and entities; however, will not be funded by the Donation Committee. These include, but are not limited to:

7.1. Funding for any activities involving the participation of any adult (anyone over 18 years of age, out of High School, and up to 54 years of age)

7.2. Any and all work-related activities of any Colville Tribal Government Program listed on the Colville Tribe's official organization chart; any and all work-related activities of any office or division of the Colville Tribal Federal Corporation or the Colville Tribal Enterprise Corporation.

7.3. Funding of any profit-making activity.

7.4. Application requests for higher education scholarship money to pay tuition, books, etc. will not be funded.

7.5. Application requests for memorials, grave cleaning, religious activities, graduations, political activities, etc. are deemed personal/family responsibilities and will not be funded.

8. Amendments

This policy will be reviewed yearly by the Donation Committee. The Committee will present any changes to the CBC. This policy may be amended only by written resolution of the Colville Business Council.