



***THE LITTLE TRAVERSE BAY BANDS OF
ODAWA INDIANS
DONATION
APPLICATION GUIDELINES***



BACKGROUND:

The Little Traverse Bay Bands of Odawa Indians often receives requests from Native/Non-Native organizations seeking support. To help meet these requests, the donations program will be available to provide up to \$1,000 for requests meeting scoring criteria.

REQUIREMENTS:

Within six months of grant request approval and funding, a complete summary of activities and successful completion of application goals must be submitted to the Tribal Administrators Office.

ELIGIBILITY:

- 1.) Native or Non-Native Organizations
- 2.) Have not been funded within the year

HOW TO APPLY:

- 1.) Review the donation eligibility guidelines and the scoring guidelines to see if this program will be beneficial to the proposal you are submitting.
- 2.) Submit enclosed application form, and a proposal addressing all required scoring criteria.

DEADLINES: March 31, 2014/August 31, 2014

PROCESSING:

- 1.) The Tribal Administrator Assistant evaluates all applications and proposals following scoring by the Review board for completeness.
- 2.) Within two weeks after deadline the review panel will review the proposals and determine the allocation of the funds. The review panel will consist of four Tribal Citizen Volunteers.
- 3.) All applicants will receive a letter of denial or approval.

LITTLE TRAVERSE BAY BANDS OF ODAWA INDIANS
SCORING PROGRAM GUIDELINES

Scoring Process Defined

All submitted proposals for the funding cycles are required to be complete by addressing all required scoring criteria.

Applications are assigned a number applicants can have their name removed from the application prior to being reviewed by written request by applicant, so then only proposal information will be revealed to the review board.

Within two weeks after the deadline, the Tribal Administrators Assistant will present these proposals to the review board for scoring. There are four reviewers each reviewer assigns up to 100 points possible for each proposal as listed by scoring criteria section and provides comments. To be considered for funding, the proposal must receive a minimum of 60 points, or it is automatically denied. The reviewers score each application independently or as a group and submit their written determinations in a one-day session.

Scoring Criteria:

_____ **Proposal Narrative**

The proposal narrative gives a clear understanding of the individual or group's request.

30 Points

_____ **Budget**

Proposal includes a budget to indicate how much your service or activity will cost. Provide an itemized cost breakdown

30 Points

_____ **Benefit to Tribal Community**

The proposal benefits the whole or portion of the Tribal Community based on the geographic location.

25 Points

_____ **Management Ability**

Clearly demonstrate the ability to manage the activity or service. Verification of education, support team, and training or work experiences that would allow applicant to successfully complete this proposal.

15 Points



**LITTLE TRAVERSE BAY BANDS OF
ODAWA INDIANS
DONATION APPLICATION
REQUEST LIMIT \$1,000**



The purpose of the donations program is to support Native and Non-Native organizations in their future endeavors such as Cultural Preservation, Educational and other activities relevant to the interests of the Little Traverse Bay Bands of Odawa Indians.

Name/Org: _____
(check will be issued to the information you provide on the W-9 form)

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Contact numbers: _____

Tax ID Number: _____ (Please fill out W-9 form attached)

All application and proposals will be reviewed by the Grant Review Panel. The Grant Review Panel maintains the privilege to alter the amount requested. The funds are limited by the availability of funding. **No applicant will be allowed to be funded by donations and grants for more than one donation per year.**

The following is not allowable funding: **Endowments, Debt Reduction, Wages and Benefits, Duplication of activities that will displace LTBB Program activities.**

Proposals must be received and completed by the grant deadline, or the proposal will be denied. A new proposal will have to be submitted before the next funding cycle. Proposals are only accepted through the mail, or by dropping them off at the LTBB Administration office. **NO PROPOSALS WILL BE ACCEPTED BY FAX!**

If you have any questions you can contact Kathy McGraw, Tribal Administrators Assistant at (231) 242-1420 or toll free 1-866-652-5822, or by mail 7500 Odawa Circle Harbor Springs, MI 49740.

