



***THE LITTLE TRAVERSE BAY BANDS OF
ODAWA INDIANS
SMALL GRANTS
APPLICATION GUIDELINES***



BACKGROUND:

The Little Traverse Bay Bands of Odawa Indians often receives requests from LTBB Tribal citizens seeking support in educational purposes, community group activities, and individual activities. To help meet these requests, the small grants program will be available to provide up to \$1,000 for individual proposals and \$3,000 in group proposals 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.) All participants must be a LTBB Tribal citizen.
- 2.) Must not have any delinquent reports from previous grants.
- 3.) Have not been funded within the year.
- 4.) Request is for educational purposes, community group activities, or individual activity

HOW TO APPLY:

- 1.) Review the small grants eligibility guideline and the scoring guideline 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.
- 3.) Enclose a copy of Tribal ID card.

DEADLINE: 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.

The applicant's membership will be verified by the LTBB Enrollment department. Prior to the Review board scoring of applications, all applicants must have favorable verifications of all components listed or they will be denied. 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
SMALL GRANTS APPLICATION
(LTBB TRIBAL CITIZENS)
REQUEST LIMIT \$1,000 INDIVIDUAL, GROUP
REQUEST \$3,000**



The purpose of the small grants is to support Tribal citizens in their future endeavors with Educational purposes, community group activities, and individual activities that will be beneficial to Little Traverse Bay Bands of Odawa Indians citizen and the community.

Please circle one: **Individual** **Group Request**

Name: _____
(check will be issued to one individual, check will be in guardians name if under 18)

Enrollment #: _____

Address: _____

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

Contact Numbers: _____

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. **Parent, guardians name must be used if applicant is under the age of 18, if guardian is not a Tribal Citizens a W-9 form needs to be submitted with application.**

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.

