



THE LITTLE TRAVERSE BAY BANDS OF ODAWA INDIANS DONATIONS APPLICATION GUIDELINES



BACKGROUND:

The Little Traverse Bay Bands of Odawa Indians often receives requests from Native/Non-Native organizations seeking support.

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 donations eligibility guideline and the scoring guideline to see if this program will be beneficial to the request you are submitting.
- 2.) Complete the enclosed application form, a narrative describing the request, and a budget of how the funds will be allocated make sure to review the scoring system.

DEADLINES: April 15, 2016

PROCESSING:

- 1.) The Tribal Administrators Assistant will evaluate all applications and requests for completeness and post stamp the date when received. Requests that are not complete will be denied at this time.
- 2.) Individuals will be contacted by mail to inform them of the status of their request.
- 3.) Review panel will review the requests and determine the allocation of the funds. The review panel will consist of five LTBB Government Employees.
- 4.) All requests will receive a letter of denial or approval.

FYI: Remember the Review board scores your request based on information provided and scoring guidelines!



***LITTLE TRAVERSE BAY BANDS OF
ODAWA INDIANS***



DONATIONS APPLICATION
Native Organizations and Non-Native Organizations
Request limit \$500

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:** _____

Phone Number: _____ **Cell Number:** _____

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

All requests for donations and contributions will be reviewed the Grant Review Panel. Grants Review Panel maintains the privilege to alter amount requests. 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.**

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

If you have any questions you can contact Beverly Wemigwase, Tribal Administrators Assistant at (231) 242-1400 or toll free 1-888-309-5822, or by mail 7500 Odawa Circle Harbor Springs, MI 49740.

*** Please attach your donations narrative and budget describing how the funds will be allocated and how the funds will support your request.**

**LITTLE TRAVERSE BAY BANDS OF ODAWA INDIANS
SCORING PROGRAM GUIDELINES**

Scoring Process Defined

All submitted requests for the funding cycles are required to be complete by addressing all required scoring criteria. The Tribal Administrators Assistant will pre-screen all applications submitted for completeness, prior to verifications, and prior to the Review board scoring process.

The applicant's membership will be verified by the Enrollment department if applicable. Prior to the Review board scoring of applications, all applicants must have favorable verifications of all components listed or they will be denied. Applicants will have their name removed from the application prior to being reviewed by the Review board if requested. Applications will be assigned a number. Only requested information will be revealed to the review board.

Once all donation requests have been completed and approved, the Tribal Administrator Assistant will present these requests to the review board for scoring. Each reviewer assigns up to 100 points possible for each request as listed by scoring criteria section. There are five reviewers; therefore each request has the potential to receive 500 possible points. A request may receive the 100 possible points from each reviewer for a total score of 500, and then divided by 5 for the final score for the funding allocations. To be considered for funding, the request must receive a minimum of 60 points, or it is automatically denied. The Tribal Administrators Assistant compiles the total scores. The Review board is not a discussion panel; the reviewers score each application independently or as a group and submit their written determinations in a one-day session.

EXAMPLE:

	Donations Request 1	Donations Request 2	Donation Request 3	Donations Request 4
	<i>Review scoring</i>	<i>Review scoring</i>	<i>Review scoring</i>	<i>Review scoring</i>
Reviewer # 1	76	72	55	81
Reviewer # 2	82	80	60	77
Reviewer # 3	78	83	61	83
Reviewer # 4	60	84	62	79
Total Scores	296	319	237	320
Divided by	4	4	4	4
Final Score	74	79.75	59.5	80
Funding Priority	Third	Second	Denied	First

***LITTLE TRAVERSE BAY BANDS OF ODAWA INDIANS
SCORING CRITERIA – DONATIONS***

Donations Narrative:

The donations narrative is an overview and description of your request. It includes your Mission Statement, and your purposes of the organization or business entity you have chosen support.

30 Points

Budget:

The Donation request shall include a budget to indicate how the funds will be allocated.

30 Points

Benefit to Tribal Community:

The Donation request should provide a description of the potential benefit to the Tribal community as a whole or portion based on the location of requestor's geographic area.

25 Points

Management Ability:

Clearly demonstrates the organizations ability to manage or apply funding to the request. Examples such as verification of education, training, work experiences and a listing of your support team or those who will assist you with your activity that would allow you to successfully complete this request.

15 Points