

**LITTLE TRAVERSE BAY BANDS OF ODAWA INDIANS
GRANT, DONATION, OR OTHER FUNDING POLICY**

SECTION I. PURPOSE

The purpose of this policy is to establish the process for receiving or requesting any grants, donations, or other funding from any person, corporation, municipality, government, or other entity in accordance with the Little Traverse Bay Bands of Odawa Indians Tribal Constitution, Article VII (d) 20.

SECTION II. DEFINITIONS

- A. "Certified Motion" means a motion passed by Tribal Council and certified by the Legislative Leader and Tribal Secretary.
- B. "Committee" means the Appropriations and Finance Standing Committee of the Tribal Council.
- C. "Cost recovery funds" are funds for costs that are recovered from both general funds and grant funds on a per item or percentage charge.
- D. "Funding Request" means any requested funding by a governmental division from any person, corporation, municipality, government or other entity.
- E. "General Fund" means those funds that are derived from revenues that are not restricted for use by a grantor. Use of general funds is designated and appropriated by the Tribal Council.
- F. "General Fund Balance" also known as "Prior Period funds" means the prior years' unrestricted general fund dollars that were budgeted but not expended in the year they were budgeted and that are returned to the general fund unrestricted balance available for appropriation in subsequent years.
- G. "Governmental Divisions" means the three branches of government: Legislative, Executive and Judiciary; and Prosecutor and Election Board.
- H. "Grant Request" means any request to receive funds from any person, corporation, municipality, government or other entity.
- I. "Required Signature(s)" means the appropriate signature and approval within the Governmental Division.
- J. "Special Purpose funds" are those funds which are designated a specific use by contract or grantor, or are considered cost recovery funds.
- K. "Tribal Council" means the elected Legislative body of the Tribe.

SECTION III. REQUESTS FOR GRANT, DONATION OR OTHER FUNDING

A. All funding requests for general fund dollars shall be submitted to the Legislative Office to be forwarded to the Committee for review and recommendation prior to being submitted to the Tribal Council.

1. All requests shall include the following information:

- a. Governmental division requesting the funding;
- b. Purpose or reason for the requested funding;
- c. Deadline if applicable;
- d. Funding period;
- e. Brief narrative;
- f. Maximum amount being requested;
- g. Recommendation by the Appropriate Authority along with signature;
- h. Recommendation by the CFO along with signature.

2. Appropriate Authority shall be the following:

- a. If from the Executive branch, the Tribal Chair, Vice Chair, or Tribal Administrator
- b. If from the Judiciary branch, the Chief Judge or Associate Judge
- c. If from Legislative branch the Legislative Leader
- d. If from the Prosecutor, the Prosecutor
- e. If from Election Board, the Chairperson of the Board
- f. If from a Tribally Chartered Corporation, the corporate chair or designee

3. All requests must be received three (3) business days prior to a Regular Meeting of the Committee.

4. Special Committee meetings may be called for emergency funding requests.

5. If the request is for general fund dollars and is a supplemental funding request to an existing budget, the Committee will only recommend approval of such requests if it shown by the governmental division that all other funding has been exhausted. Generally, a request for supplemental funding made before the third quarter of the fiscal year shall be disapproved.

B. For requests for funding from grants and contracts from federal, state and local governments or private foundations and 501(c) 3 organizations, the following steps are required.

1. The grant writer shall review all funding opportunities for all divisions and determine the Tribe's eligibility for such funding.

2. If LTBB is eligible to receive the funding a grant writer shall prepare a summary of funding to include the following:

- a. Governmental division requesting the funding;
- b. Purpose or reason for the requested funding;
- c. Deadline if applicable;
- d. Funding agency;
- e. Funding period;
- f. Statement of any matching or in-kind funds required;

- g. Brief narrative;
- h. Maximum amount being requested;
- i. Recommendation by the Appropriate Authority along with signature;
- j. Recommendation from the CFO along with signature.

3. Appropriate authority shall be the following:
 - a. If from the Executive branch the Tribal Chair, Vice Chair, or Tribal Administrator
 - b. If from the Judiciary branch, the Chief Judge or Associate Judge
 - c. If from Legislative branch, the Legislative Leader
 - d. If from the Prosecutor, the Prosecutor
 - e. If from Election Board, the Chairperson of the Board
4. A grant writer shall prepare a Certified Motion containing the name of the grantor, the term of the grant and the authorization for document execution, along with a Request for Tribal Council Action. These items will be submitted through the Appropriate Authority to the Appropriation and Finance Committee for a recommendation to Tribal Council prior to being submitted to Tribal Council for approval.
5. During the application or awarding process, if the scope of a grant changes, the Grants Office will submit a revised summary of funding and Certified Motion to replace the originally approved documents. If the Tribal Council does not accept the revised summary of funding, the grant will not be accepted.
6. Tribal Council shall be informed of the grant award and the project coordinator shall present the grant at the first Work-session following the New Grant Meeting, if possible, but no later than 30 days of acceptance of the award.
7. Tribal Council reserves the right to terminate a grant contract and rescind an award, if circumstances require such action.

C. Grants and contracts awarded without application from the Tribe.

Occasionally the Tribe may be awarded funds from federal, state, tribal agencies, such as ITC (Inter Tribal Council) and other foundations without an application or request for funding. Any funding in the amount of \$5,000.00 or less may be accepted by the Executive or other government division head with notification to the Tribal Council when they are within the general scope of services provided by the division. If the amount of the funding exceeds \$5,000.00, a Certified Motion shall be prepared for Tribal Council approval by the Executive or other government division head.

D. Grants and contract award modifications.

Frequently grants and contracts are modified by the grantor as to the amount of funding. These modifications will be processed as per C above unless the funds must be accepted prior to the next AFC/TC meetings per funding agency deadlines. If the funding agency requires quicker acceptance of funds than meeting schedules will allow, the funds will be accepted by the Executive and a Grant Writer will prepare a Certified Motion for the next AFC/TC meeting to

Grant, Donation, or Other Funding Policy-approved by Tribal Council 01/09/20 Secretary Shananaquet 

notify Tribal Council.

E. Donations received by the Tribe.

When funds are received as a donation to the Tribe for a designated purpose; those funds shall be deposited to the Tribe's accounts and the program designated by the donor. If there is no designation, then funds will be deposited into the general fund. Tribal Council shall be informed of the donation received, if Tribal Council wishes to reject the donation the Executive shall be notified by Tribal Council motion to return the funds to the donor.

F. Reimbursements received by the Tribe.

Tribal programs are frequently reimbursed for various cost items by other agencies. For example, travel costs are occasionally reimbursed for attendance at various events and conferences. These funds will be deposited into the Tribe's accounts against the expense item being reimbursed in the program that originally paid from the cost. Detention costs for youth are reimbursed and will be deposited against the program that records the original cost. Detention costs for adults recouped from the individuals will also be placed in the program that records the original cost.

G. Other Revenues received by the Tribe.

There are other miscellaneous and program revenues received by the Tribe on a regular basis such as program revenues, third party billing revenues, lease revenues, hotel fees, rents, sales of merchandise, advertising, licensing fees, and fines and fees etc. These receipts will be deposited into the Tribe's general fund to be appropriated by Tribal Council, except where Tribal Council has already taken official action to approve automatic deposits into appropriate program accounts, or where grant requirements as verified by the CFO dictate allowable expenditures of such funds.

H. General Fund Balance also known as "Prior Period funds".

All prior years' unrestricted general fund dollars that were budgeted but not expended in the year they were budgeted shall be returned to the general fund unrestricted balance except where Tribal Council has already taken official action to approve a designation otherwise. Any request for approval of a designation to have the funds rollover and not be returned to the General Fund Balance will be processed as per A above.

SECTION IV. RECOMMENDATIONS BY THE COMMITTEE

- A.** All requests for funding for general funds or grant requests shall be presented first to the Committee for approval or rejection prior to being presented to the Tribal Council.
- B.** The Committee shall make recommendations on funding and grant requests, or shall reject such requests for funding or grants, and shall forward the Committee's recommendations to the Tribal Council.
- C.** Tribal Council shall approve or disapprove recommendations of the Committee by a majority vote.

SECTION V. REPORTING OF REQUESTED FUNDING

- A. Any and all of the following shall be submitted to Tribal Council and the Appropriate Authority, via the Executive Office's Oversight Report:
 - 1. The Grants Office shall provide a monthly report to the Executive Office on the status of all grant and contract applications. The report shall specify the date applied for, whether the funds were awarded or not, the amount of the award if applicable and the expected funding period.
 - 2. The Grants Office shall provide an abstract of each newly awarded grant that includes the name of the grant, date of award, funding agency, amount of the award, goals and objectives, project period and LTBB department responsible for administering the grant, along with the executed award document, with the monthly report to the Executive Office.
 - 3. The Accounting Department shall provide a Monthly Expenditure Report for all divisions that reflects the expenditures of each grant, award amount and funds remaining, as well as the expenditures of each general fund program, budgeted amount and funds remaining.
 - 4. The Accounting Department shall provide a Quarterly Grant Compliance Report containing any applicable information regarding non-compliance issues with grants/contract requirements as reported by funding agencies.
 - 5. The awarded grants' project coordinators shall provide a quarterly grant activity report for each grant to the Committee. The Committee shall forward any recommendations, suggestions or concerns about the requested or awarded funding or grants to the Tribal Council.
- B. The Legislative Office shall post all abstracts and award documents of awarded grants onto the Tribal Citizens Only Web Portal monthly.
- C. The Committee, via the Department of Treasury per Waganakising Odawak Statute 2011-013 Office of the Treasury, Section III Part C, may request additional information from the governmental division in regard to the requested or awarded funding or grants, if appropriate.

SECTION VI. REPEALING OF PRIOR POLICIES

Any and all previous Grant, Donation, or Other Funding Policies shall be repealed by this Policy and any future amendments to this policy.

SECTION VII. SAVINGS CLAUSE

In the event that any phrase, provision, part, paragraph, subsection or section of this policy is found by a court of competent jurisdiction to violate the Constitution, laws or ordinances of the Little Traverse Bay Bands of Odawa Indians, such phrase, provision, part, paragraph, subsection or section shall be considered to stand alone and to be deleted from this policy, the entirety of the balance of the policy to remain in full and binding force and effect.

