



Rincon Band of Luiseño Indians
Community Contributions Policy

November 2007

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Policy

It is the desire of the Rincon Band to contribute to non-profit, civic, public groups and organizations concerned with improving and maintaining the quality of life in our neighboring communities, and to assist with emergencies and disasters identified by the Contributions Committee, or the Tribal Council.

Preference is given to projects or sponsorships with a well-defined purpose within the Rincon Band of Luiseno Indians' scope of giving, has a local effect and promotes good neighbor relations. Contributions to the neighboring communities where they will have the most impact are encouraged. The one exception being donations to a disaster, emergency or Native American related request.

Role of the Committee

Committee members are appointed by the Tribal Council upon review of volunteer requests from tribal members. The Committee consists of no more than 7 members and no less than 5. The Tribal Council establishes the contributions budget on an annual basis. The Committee elects a chairman, vice chairman and secretary, who serve at the discretion of the Tribal Council. The Committee determines meeting schedules as needed, but convenes at least quarterly to review applications and make recommendations on distribution of funds.

Projects are funded pending Tribal Council approval.

Procedures

It is the responsibility of the Committee to annually review target populations, policy and procedures and establish criteria to measure funding compliance and resulting benefits of contributions to the Tribal Council. The Committee will establish a system of response to, and recording application requests, rejections and contributions' history, as well as application procedures, criteria, and projects.

Target Populations/Scope of Giving

In terms of target populations or scope of giving, the contribution focus will rotate on a **two-year basis**, thus allowing for flexibility of funding and a wider range of participation. At the end of the two-year cycle, the Contribution Committee with the approval of the Tribal Council can establish a new priority focus if so desired.

For example, the first year's focus is (2007- 2008) youth education and service projects, and the committee will accept requests for funds in the fields of youth education/youth services. Projects include youth ages 5-18 years of age, and or in grades k-12, and which are managed by a not-for-profit organization or government agency, including schools.

However, there is an open optional target, which is directly related to the Valley Center Community and benefits the public of all ages. A third category is intended to share with other American Indian tribes or where service, educational, health needs are great. There is nothing in this policy that requires donations in the two alternative options, but they are open to request and consideration on a limited basis, as the focus remains youth until the next priority focus is identified.

It is also the policy that "reasonable or limited amounts" are allocated to as many specific programs within the target groups as possible and still provide benefit. The priority for funds is to provide a significant one-time benefit to the target population and not used to underwrite ongoing general operating expenses or staffing obligations.

As a general rule, this policy does apply for funding Political or labor organizations

It is also the policy that the contributions to each individual organization or group are limited to two years maximum.

Criteria

Special consideration will be given to projects that enhance music, sports and other organized recreation programs, nutrition and health, literacy, mentoring, cultural and diversity programs for youth. Preventative and educational programs that deal with substance abuse, bullying, and gangs will also be given a high priority.

Projects must demonstrate one or more of the following elements:

Collaboration with other entities;

Innovation and/or encourage innovation;

Proven track record of success;

Clearly defined goals and with attainable results in a reasonable time frame; Sustainable, replicable and/or scaleable;

Led by competent individuals who have a clear vision of what can be accomplished.

It is the responsibility of the committee to acknowledge all requests by letter and review all requests that meet the policy and to respond to applicants in timely manner. Final approval for contributions rests with the Tribal Council

Contribution deadlines for the six-month funding cycles are February 1 and July 1 of the year to be funded. Contributions, once approved by the Tribal Council, will be disbursed within a reasonable time frame as scheduled by the Council.

It is also the policy that all members of the Contribution Committee disclose any potential conflicts of interest. This is strictly a disclosure policy without bias toward the project or individual and is the responsibility of the individuals serving on the committee.

Where a conflict of interest exists, that individual may be asked to excuse his or herself from the vote on the project or program.

A conflict of interest is considered an activity or interest, which may cause bias for or against a particular recommendation of the Contributions Committee and may be defined as an employment position, investment, officer or board of director status held by self or any immediate family member and affiliation with any organization under consideration.

Request Guidelines

Requests must be submitted in writing, and include the following information (If the Committee seeks out a donor then it is up to the Committee to solicit the information:

- Formal request letter on the non-profits organization's letterhead
- Brief description or mission statement of organization
- Organization's 9-digit Federal tax-exempt ID number (if appropriate)
- Solicitors full contact information: name, affiliation, address, phone number with voicemail, and e-mail address
- Date, location in case of an event sponsorship, or a description of the program requesting support
- A brief description of the request, and how the contribution will be used
- As a sponsor or donor, how the Rincon Band will be recognized or acknowledged
- The date donation or sponsorship confirmation is needed
- Agreement to provide funding report and achievements to Contributions Committee
- Requests need to be submitted to the Rincon Band of Luiseno Indians Contribution Committee: P.O. Box 68, Valley Center, CA 92082
- **Requests are generally funded on a semi-annual basis, with application deadlines, February 1 and July 1 of a calendar year**

Each request will be analyzed based on the above points of consideration, as well as the Contribution Policy of the Rincon Tribal Council.