

RESOLUTION 2016-05
Approve Community Grant Policy

WHEREAS, the Colville Indian Housing Authority is the duly constituted Housing Authority for the Confederated Tribes of the Colville Reservation, established by the Colville Business Council pursuant to the authority of the Constitution of the Colville Confederated Tribes, and in particular Article V, Section 1(a); and,

WHEREAS, the authorities and responsibilities of the Colville Indian Housing Authority are set out in the Colville Tribal Housing Authority Ordinance, adopted by Resolution 1977-59 of the Business Council; and,

WHEREAS, the purposes for which the Colville Indian Housing Authority was established include: (1) remedying unsafe and unsanitary housing conditions that are injurious to the public health, safety, and morals; (2) alleviating the acute shortage of decent, safe and sanitary dwellings for persons of low income; and (3) providing employment opportunities through the construction, reconstruction, improvement, extension, alteration or repair and operation of low income dwellings; and,

WHEREAS, the Colville Indian Housing Authority has been designated as the Tribally Designated Housing Entity[®] for the Confederated Tribes of the Colville Reservation, as that term is defined at Section 4(21) of the Native American Housing Assistance and Self-Determination Act of 1996, P.L. 104-330 (25 U.S.C. 4101-4212), as amended (NAHASDA); and,

WHEREAS, the Business Council has appointed a Board of Commissioners to manage the Colville Indian Housing Authority, which Board operates pursuant to a Constitution and By-Laws enacted by the Board on August 10, 2004 (as amended); and,

WHEREAS, the proposed Community Grant Policy would be beneficial in meeting the Crime/Prevention Activities allowed in the Indian Housing Plan by supporting a variety of community and group activities where activities address one or e more of the following subjects:

1. Alcohol and drug education or prevention
2. Educational programs or activities
3. Cultural awareness
4. Elder functions
5. Community events and activities

; and

WHEREAS, the Board of Commissioners determined that this program would replace the previous Community Center Grants, in order to serve a more diverse group of activities;; and

NOW THEREFORE BE IT RESOLVED, the Board of Commissioners approves the proposed Community Grant Policy; and

BE IT FINALLY RESOLVED, the Board of Commissioners puts the Community Grant Policy into effect immediately.

CERTIFICATION

This is to certify that the foregoing was duly enacted, pursuant to Article V of the Colville Tribal Ordinance, ratified on January 27, 1977, at a Special Telephonic Meeting of the Colville Indian Housing Authority Board of Commissioners, held on December 17, 2015, a quorum being present, with a vote of 4 FOR; 0 AGAINST, and 0 ABSTAINED.

ATTEST:

BY: Melanie Green
Melanie Green, Secretary/Treasurer

BY: [Signature]
John F. Stensgar, Jr., Chair

COLVILLE INDIAN HOUSING AUTHORITY COMMUNITY GRANT POLICY

1. Purpose of the Policy

The Colville Indian Housing Authority (CIHA) recognizes the need to participate in the well-being of the community by supporting groups and activities located within the CIHA service area that will benefit Tribal members and their families. Depending on the availability of funds, the CIHA will budget for and provide community grants to support community groups and activities as set forth in this policy. CIHA does not accept individual requests or to be the sole funding source. The purpose of this policy is to provide for the budgeting, application process, funding criteria and grant decision making rules to govern community grant applications submitted to the CIHA.

2. Budget Allocation

As funds are available, in order to adequately fund annual community events or activities the CIHA will budget up to \$5,000.00 per year for community grants.

3. Application Process

A person or entity applying for a community grant pursuant to this policy shall complete an application for such grant funding, which application shall be submitted to the CIHA Executive Director. The applicant shall include in the application the following information at a minimum:

- a. Name and address of the grant applicant;
- b. Identify the organization you are representing;
- c. The amount of grant requested, which shall be capped at \$500.00;
- d. The community use and benefit for which the grant funds are requested;
- e. The total cost of the project for which community grant funds are being requested;
- f. Provide information on other sources of funding to pay for the community activity;
- g. Provide a summary of how the community activity or project will serve low income households in the community;
- h. Provide date when grant funding is needed and whom the payee will be and how the check should be sent to the applicant (i.e. mail, pickup etc.)

A community grant application is attached to this policy as Exhibit A.

4. Grant Funding Criteria

Each community grant application shall be evaluated by the CIHA Executive Director subject to the following criteria:

- a. The benefit to the low income households that would be served by the community project or activity;
- b. All requests must be within the CIHA Service Area (Okanogan County, Ferry County and Colville Indian Reservation);
- c. The community project or activity must address one or more of the following subjects:
 1. Alcohol and drug education or prevention
 2. Educational programs or activities
 3. Cultural awareness
 4. Elder functions
 5. Community events and activities;
- d. The extent to which the applicant has coordinated with other departments, agencies and/or community organizations; and received funding from other sources to pay for the community project or activity;
- e. Each applicant for community grant funding may be funded only once in a fiscal year;
- f. If the applicant has received previous community grant funding, identify such funds;
- g. List total budget costs and other committed funding sources being sought or contacted;
- h. The community grant request cannot be the sole funding source;
- i. Individual requests will not be considered;
- j. The provision of other supporting documentation may be requested by the CIHA; AND
- k. Provide a minimum one-page synopsis or written statement about how the community grant donation helped your project. This written synopsis or statement shall be submitted within two weeks of the funded event or activity. **If this is not submitted, the applicant will not be eligible for future community grants.**

5. Ineligible activities

- a. Individual requests;
- b. Fund-raising activities; and
- c. Incomplete applications.

6. Community Grant Approval Process

- a. After receipt of a completed application and if all required information is provided to the CIHA, the CIHA Executive Director shall act on the community grant application based upon the criteria set forth in this policy; and
- b. The CIHA Executive Director shall issue a written letter, memo, or email approving or denying each complete community grant application that is received and in the case of a denial the letter shall explain the basis for the denial; and
- c. Once approved, the CIHA will cut a check for the amount of the approved request amount and remit via postal mail, interoffice or if person indicates pick-up; and
- d. **The decision of the CIHA Executive Director on a Community Grant Application shall be final.**



COLVILLE INDIAN HOUSING AUTHORITY

P.O. BOX 528

Nespelem, WA 99155

509.634.2160 (f) 509.634.2335

Washington Relay No. for Hearing Impaired 1.800.833.6388

COLVILLE INDIAN HOUSING AUTHORITY Community Grant Application Form

1. Date Filed _____
2. Name of Organization _____
3. Address _____

4. Amount of Community Grant Requested _____ (limited to \$500)
5. Total Budget of Community project or activity _____
6. Provide a detailed budget outlining the cost of the event, income sources, expenses, and any needed balance, if any.
Income and Sources: \$ _____
\$ _____
\$ _____
Total Income: \$ _____
Expenses: \$ _____
\$ _____
\$ _____
Total Expenses: \$ _____
Balance Needed: \$ _____
7. List other committed sources of project funding _____

8. Provide narrative description of community project or activity for which grant funds are requested – grant funds may only be requested for alcohol and drug use prevention, education, cultural awareness, elder functions, community events and activities.

9. Describe how the community project or activity serves reservation low-income households:

10. Date grant funds needed _____

11. Community grant to be made out to: _____

12. Community grant check to be mailed ___ or picked up ___ by grant applicant.

13. Where is your organization located?

14. What population will this grant be serving?

If awarded, applicant must provide a written statement or one-page synopsis about how the community grant helped your project within two weeks of the activity. If a report is not received within two weeks of the event, the applicant will not be eligible for future community grants.

CIHA Use Only

Received By _____ Date _____

Did the applicant apply for funding before? ___ Yes ___ No; if yes, when?

If yes, did the applicant submit the required statement or one-page synopsis on time, in previous fiscal year(s)? ___ Yes ___ No. If No, then they are not eligible.

Applicant meets the service area criteria? ___ Yes ___ No

Contact applicant's name: _____

Date Approved _____ Date Denied _____

Executive Director: _____

Please return to CIHA, P.O. Box 528, Nespelem, WA 99155