

# Oneida Tribe of Indians of Wisconsin

## FINANCE ADMINISTRATION

P.O. Box 365  
Oneida, WI 54155  
Phone: 920- 869-4325



**TO: Requests for Funding from the Community Fund-FY16**

**FR: Finance Committee &  
Finance Administrative Office**

Thank you for your interest in the Community Fund request for funds. Funding is for Oneida tribally enrolled members and covers three categories: Self-Development/Enrichment, Community Events, and Fundraising Activities. Included in this packet is the request form for FY 2016 (Oct 2015 thru Sept. 2016).

The Finance Committee will review Community Fund requests at their first meeting of each month. If you have any other questions on meeting dates or how to complete your request you can contact Denise Vigue in the Finance Administration Office at (920) 869-4325 or [dvigue@oneidation.org](mailto:dvigue@oneidation.org)

Following is information to keep in mind when filling out requests correctly and completely. All information is required for processing your request. All incomplete requests will be sent back to requestor to complete. For FY2016 there are changes in the request forms, maximum amounts and submission process so please read everything to avoid any delays.

Thank you for your interest in the Community Fund.

### **Important Information in Completing Requests**

- Requests are only reviewed once each month so requestors are asked to plan ahead and submit their request at least six (6) weeks or more ahead of planned event.
- Individual requests are limited \$300 once each fiscal year and organizations are limited to \$1,000 once each fiscal year. This change is to accommodate the increased number of requests being received.
- Include an e-mail address as all communication about your request will be conveyed to you through your e-mail.
- For all requests include a separate letter from individual or organization explaining need, how the funds will be used, and a detailed budget of all expenses associated with the request.
- Additional information such as a flyer, brochure and or registration form of event /fundraiser should also be attached to the request.
- No request will be reviewed if an event has already taken place at the time of request
- No request will be made to individuals unless paid receipts are provided at the time of the request.

When completed scan and e-mail your request to: [CF@oneidation.org](mailto:CF@oneidation.org) (**this is the preferred method of receiving requests**) If you don't have access to e-mail you can mail your request to:

FINANCE COMMITTEE  
RE: Community Fund Request  
P.O. Box 365  
Oneida, WI 54155

**NOTE:** All Community Fund requests approved in FY2015 (or earlier) and who did not provide a follow-up report will not be reviewed in FY2016.

## FY16 Finance Committee Calendar For review of Community Fund Requests

Request Due Dates for  Remaining Finance Committee Meeting Date

Feb. 22, 2016	Feb. 29, 2016 (for Mar. mtg)
Mar. 28, 2016	Apr. 4, 2016
Apr. 25, 2016	May 2, 2016
May 24, 2016	May 31, 2016 (for Jun. mtg)
Jun. 28, 2016	Jul. 5, 2016
Jul. 25, 2016	Aug. 1, 2016
Aug. 30, 2016	Sept. 6, 2016

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The Finance Committee (FC) meets each month on Monday, one week prior to the regularly scheduled Business Committee meetings dates. FC meetings are held in the Business Committee Executive Conference Room, second floor at the Norbert Hill Center @ 10:00 A.M.

All Community Fund, Donation, and Internal Requests are due by noon one week prior to the meeting. Requests are to be sent to the Finance Administration Office's e-mail: [FAO@oneidation.org](mailto:FAO@oneidation.org) Donation requests will be reviewed at the second meeting of the FC each month.

Requests to the Community Fund (CF) will be reviewed by the Finance Committee once a month during their first meeting of the month. It is suggested all requests should be received at least four to six weeks before actual event to ensure a timely review. Submissions to the CF can be e-mailed to: [CF@oneidation.org](mailto:CF@oneidation.org)

 All regularly scheduled meeting times subject to change per the Office of the Treasurer and the Finance Committee. Please call 920-869-4325 for questions or to check on specific meeting dates/times.

## Community Fund Instructions

- Please keep in mind that all incomplete requests will be sent back to requestor to complete before review. To avoid delay please read all instructions carefully.
- This fund does not supplement tribal program budgets, or cover personal, household, travel, education, or professional/work expenses to individuals. This fund also does not provide duplicate funding for service already received or could be received under another program.

### CF Form Instructions:

1. Provide name of person making request and date form is completed.
2. If request is on behalf of a group provide name of group and Federal ID number (often referred to as EIN). For example if request is for art camp for child provide name of organization holding the camp and their federal ID number.
3. Provide your address and E-Mail addresses and other contact information. As all contact about your request is followed up by e-mail it is important that you spell it out clearly.
4. Provide social security number and Oneida enrollment number of requestor. If request is for payment to outside vendor such as a camp then only include your Oneida enrollment number (Provide copy of enrollment)
5. List amount being requested (up to \$300); list and attach evidence of 10% match the requestor is providing toward request (such as a receipt); and list the total amount of event.
6. Provide date the funds are needed. Please submit request at least 6 weeks ahead of time to ensure payment can be made on time.
7. Check category type and reason for request (attach any flyers, brochures as applicable)
8. If request is on behalf of minor child include child's name and Oneida enrollment number. (Provide copy of enrollment)
9. Signature of person making the request

When completed please scan the CF form & all backup to: [CF@oneidanation.org](mailto:CF@oneidanation.org) E-Mail is the preferred way to submit request but if you do not have access you can mail your request to: FINANCE COMMITTEE, Attn: Denise Vigue, Finance Administration, P.O. Box 365, Oneida, WI 54155

If you have any questions about completing the form or backup to include please send them to the E-mail address listed above or call Denise Vigue at 920-869-4325.

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*Please note:* No personal information provided by a requestor will be made public without the expressed written permission of the requestor. All Community Fund reports or advertisements about the Community Fund do not /will not include any personal information.

# COMMUNITY FUND

FUNDS REQUEST FORM

FY 2016

Date of Request: \_\_\_/\_\_\_/\_\_\_ Requestor's Name: \_\_\_\_\_

➡ No Funding request will be reviewed for any event that has already occurred by FC review date

NAME OF ORGANIZATION: \_\_\_\_\_ EIN# \_\_\_\_\_

ADDRESS: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-MAIL: \_\_\_\_\_ TELEPHONE OR CELL: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_ ONEIDA ENROLLMENT # \_\_\_\_\_

REQUEST AMOUNT: \$ \_\_\_\_\_ AMOUNT PROVIDED BY REQUESTOR: \_\_\_\_\_  
(10% match required)

TOTAL NEED: \$ \_\_\_\_\_ DATE FUNDS NEEDED: \_\_\_\_\_  
(Provide budget)

TYPE OF REQUEST: \_\_\_\_\_ SELF-DEVELOPMENT \_\_\_\_\_ COMMUNITY EVENT \_\_\_\_\_ FUND-RAISING

REASON FOR REQUEST: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
(Briefly explain)

If Request is made on behalf of minor child provide name and Oneida Enrollment number of child here:

Childs Name: \_\_\_\_\_ Oneida Enrollment # \_\_\_\_\_

SIGNATURE OF REQUESTOR \_\_\_\_\_ (REQUIRED)

**** For Office Use Only ****	
Date Received: _____	Date for FC Review: _____
Quarter of Review: _____	Request Number: <u>CF#</u> _____
Office Follow-Up: _____	