


ONEIDA NATION STANDARD OPERATING PROCEDURE	TITLE: ONEIDA FINANCE FUND (formerly the Community Fund)	ORIGINATION DATE: April 22, 2010 REVISION DATES: July 23, 2010 November 18, 2013 August 15, 2016 August 13, 2018; August 29, 2022 EFFECTIVE DATE:
Unit Number: 4222006	APPROVED BY: Finance Committee Action	DATE:
Lawrence Barton, Chief Financial Officer	APPROVED BY: 	DATE: <i>10/19/22</i>
Treasurer	APPROVED BY:	DATE:
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1 PURPOSE: To set a standardized process for Oneida Tribal members to request funds from the Finance Committee's Oneida Finance Fund. The Office of the Treasurer and the Finance Committee wish to show their commitment to the membership and community by providing monetary assistance to support the following interests, identified by the Oneida Nation and the Finance Committee:

1. Self-Enrichment for Youths & Adults
2. Community Events
3. Fundraising Activities

2 DEFINITIONS:

- 2.1 **Requester-** Person(s) asking for funding; or person(s) representing a group asking for funding. If request is on behalf of a minor child, the requester must be the legal guardian of the child.
- 2.2 **Designee** – Person identified by Finance Committee to develop and process the paperwork/forms/payments required to administer the Oneida Finance Fund.
- 2.3 **Self-Enrichment** – Activities that promote positive physical, mental, social, and educational well-being of Oneida Tribal members.
- 2.4 **Recipient** – Recipient of funding and who must be an enrolled Oneida (WI) Tribal member.
- 2.5 **Community Events** – Events that are free and open to the public and encourage positive educational / physical activities for Oneida members and their families.
- 2.6 **Fundraising Activities** – Oneida members who take an active participation in events that benefit their family, the youth, and the community.
- 2.7 **Twelve-Month Period** - The time period measured by the Fiscal Year of the Oneida Nation; which begins Oct 1st and ends the following Sept 30th.

- 2.8 **Request Review** – The Finance Committee will review all completed Oneida Finance Fund requests once each month at their first scheduled meeting of each month.
- 2.9 **First Come, First Served Basis** – Funding allocations are limited; therefore, requests are approved on a first come, first served basis. Only completed request forms with all associated backup will be reviewed.

3 WORK STANDARDS / PROCEDURES

- 3.1 **All requests for funding shall be submitted Online (preferred) or in writing to the designee of the Finance Committee. The requester will complete an Oneida Finance Fund Request Application and include all the required information and backup:**
 - 3.1.1 Individual and Groups will include name of requester, address, telephone /cell number, e-mail address, and Oneida enrollment number (copy of Oneida enrollment must be included with request).
 - 3.1.2 Reason for the request/type of request.
 - 3.1.3 Start & End Dates of Event /Activity.
 - 3.1.4 Total Costs, Request Amount & required requester match of 10%.
 - 3.1.5 Date payment is needed and date(s) of event/activity.
 - 3.1.6 Copy of all receipts paid regarding request including 10% match as required.
 - 3.1.7 List any other efforts to acquire funding and results including: All denial /acceptance letters from other programs/agencies/sources.
 - 3.1.8 All recipients of requests must be Oneida (WI) enrolled members (Proof of enrollment must be submitted with request).
 - 3.1.9 If request is on behalf of a minor child, the name and enrollment number of the child must be completed and submitted by parent/guardian (copy of Oneida enrollment of child must be included).
 - 3.1.10 If payment is to a 3rd party vendor, all information of vendor must be submitted.
 - 3.1.11 A signature of requester on the application is required.
 - 3.1.12 All incomplete requests will not be reviewed and will be sent back to the requester to provide additional information. Requester will be notified.
 - 3.1.13 All requests must be submitted 45 days before the actual event to ensure a timely review and processing of the request.
- 3.2 **The requester will return the completed Oneida Finance Fund Request Application and all associated backup to the designee of the Finance Committee, who will:**
 - 3.2.1 Acknowledge the receipt of the completed request.
 - 3.2.2 Places a redacted copy including cell phone numbers of the request on the agenda of the first Finance Committee meeting of the month.
 - 3.2.3 Sends all incomplete requests back to requester with a list of items missing.
- 3.3 **When the request is approved or denied the designee of the Finance Committee will:**

- 3.3.1 Notify the requester(s) of the approval or denial of their request and next steps.
- 3.3.2 Obtain additional information from the requester if not officially provided in order to process the approved request.
- 3.3.3 Approved requests shall be entered and recorded for online approval after Minutes are approved by the Finance Committee.
- 3.3.4 Designee sends checks and letters to all requesters or to designated vendor.

- 3.4 **The Designee will provide the Finance Committee with monthly reports of the Oneida Finance Fund.**
- 3.4.1 The Designee will development and maintain a spreadsheet of all Oneida Finance Fund activities / expenditures.
- 3.4.2 Each month the Designee will prepare an update report that provides a summary of spending, current balance, current requests pending and outlines of spending by quarter and category.

4 DISTRIBUTION AMOUNTS

- 4.1 **Annual distribution amount will be determined as the greater of 50% of the annual earned income or \$50,000 (Fifty-Thousand Dollars) of the Oneida Finance Fund account.**
- 4.1.1 A request for funding is limited to one time in the fiscal year, per individual/event even if amount is less than the maximum.
- 4.1.2 Individual requests are limited to \$500 once per individual / per year.
- 4.1.3 Group requests are limited to \$750 once per group / per year.
- 4.1.4 Funding requests shall require a minimum of 10% matching funds or in-kind contribution (verification required such as receipt).
- 4.1.5 Funding requests will be disbursed on a first come, first served basis.
- 4.1.6 Requests will be limited to funds allocated each fiscal year.

5 AREAS NOT COVERED

- 5.1 Fees related to education and or certifications (i.e. Private educational institutions, private tuition, private schools, private tutoring, specialty schools, credit classes, etc.);
- 5.1.1 Excluding High School Students for Med. Camps, College Prep Courses, Advancement Placement/ Testing fees, Academic Camps
- 5.2 Political campaigns/contributions / causes/PAC;
- 5.3 Private Business Organizations and /or Privately-Owned Businesses;
- 5.4 Scholarship fundraising;
- 5.5 Competition where monetary prizes are awarded (i.e. tournaments, sponsorships, etc.);

- 5.6 Capital Campaigns/Fund Drives;

- 5.7 Legal fees, household expenses or personal bills/expenses (i.e. Technology items such as Computers, Laptops, I-Pads, Cell Phones, or related accessories /software or other bills such as medical bills; housing assistance, etc.);
- 5.8 Supplement to any Oneida Tribal Program / Enterprise / Corporation or Committee's budget;
- 5.9 Requests that have already received funding from another Oneida Program or Enterprise. Failure to disclose will lead to denial for funds for the next fiscal year.
- 5.10 Equipment, uniform or special clothing needed to participate in event
- 5.11 Any travel / lodging related costs associated with event / request but can be included in the 10% match.
- 5.12 Any event that has already taken place at the time of request.

6 PAYMENT AND DISTRIBUTION PROCEDURES

- 6.1 Central Accounting will make checks payable directly to the vendor or if event / activity is pre-paid with submitted receipt, payment will be made to the requester.
- 6.2 Designee will mail out checks with a letter explaining fund use and required follow up reporting.
- 6.3 The Oneida Nation is required to issue 1099's for tax filing purposes in applicable cases.
- 6.4 Payment will be limited to registration / class fees for a registered event /activity.
- 6.5 If additional information is needed after a request is approved, and the requester does not respond to request for information / follow up within the same quarter request was approved, funds will be forfeited.

7. REQUIRED FOLLOW UP

- 7.1 All requesters must submit a written follow up report to the Oneida Finance Fund within 60 days following the conclusion of the event/activity.
- 7.2 The report must include copies of receipts, a brief description of how funds were used, and benefits for the recipient.
- 7.3 Designee will update spreadsheet of completed requests and close out the e-file and the office file.
- 7.4 Designee will send report reminders to requesters who do not provide a timely report
- 7.5 If follow up report is not received by the end of the fiscal year when funds were granted, requester/recipient will be ineligible to reapply for the next year.