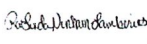



<b>ONEIDA NATION STANDARD OPERATING PROCEDURE</b>	TITLE:  <b>ONEIDA FINANCE FUND</b> (formerly the Community Fund)	ORIGINATION DATE: April 22, 2010 REVISION DATES: July 23, 2010 November 18, 2013 August 15, 2016 August 13, 2018 August 29, 2022 September 12, 2024 August 15, 2025  EFFECTIVE DATE:
Unit Number: <b>4222006</b>	APPROVED BY: <b>Finance Committee Action</b>	DATE:
RaLinda Ninham-Lamberies, Chief Financial Officer	APPROVED BY:  Digitally signed by RaLinda Ninham- Lamberies Date: 2025.08.28 15:14:43 -05'00'	DATE:
Lawrence Barton, Treasurer	APPROVED BY: 	DATE: <i>9/2/25'</i>
AUTHOR: Ashley Blaker		
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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 DEFINITIONS:**

- 2.1 **Designee** – Person identified by Finance Committee to develop and process the paperwork/forms/payments required to administer the Oneida Finance Fund and FC Donations.
- 2.2 **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.
- 2.3 **Recipient** – Recipient of funding and who must be an enrolled Oneida (WI) Tribal member.
- 2.4 **Request Review** – The Finance Committee will review all completed Oneida Finance Fund requests once each month at their first scheduled meeting of each month.
- 2.5 **Requester**- Person(s) asking for funding. If request is on behalf of a minor child, the requester must be the legal guardian of the child.

- 2.6 **Self-Enrichment** – Activities that promote positive physical, mental, social, and educational well-being of Oneida Tribal members.
- 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.

### 3 WORK STANDARDS

- 3.1 **All requests for funding shall be submitted via email (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 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 If payment is to a 3rd party vendor, the following information must be submitted: New of Vendor, EIN #, Contact Name, Contact Phone Number, Vendor Address, and W-9
  - 3.1.8 A signature of requester on the application is required.
  - 3.1.9 All requests must be submitted 15 business days before the conclusion of the event to ensure a timely review and processing of the request.
- 3.2 **Annual distribution amount will be determined as the greater of 50% of the annual earned income or \$100,000 (One Hundred Thousand Dollars) of the Oneida Finance Fund account.**
  - 3.2.1 Individual requests are limited to one time in the fiscal year, even if amount is less than the maximum. The maximum amount is \$750 for minors and \$500 for adults (18+), per individual / per year.
  - 3.2.2 Funding requests shall require a minimum of 10% matching funds or in-kind contribution (verification required such as receipt).
  - 3.2.3 Up to 50% of requested amount can be used on equipment, uniform or special clothing needed to participate in event.
- 3.3 **AREAS NOT COVERED**
  - 3.3.1 Fees related to credited education (i.e. Private educational institutions, private tuition, private schools, private tutoring by an individual, specialty

schools, credit classes, etc.)

3.3.1.1 Excluding High School Students for Med. Camps, College Prep Courses, Advancement Placement/Testing fees, Academic Camps, Dual Credit Courses

3.3.2 Political campaigns/contributions/causes/PAC

3.3.3 For profit Private Business Organizations and/or Privately-Owned Businesses

3.3.4 Competition where monetary prizes are awarded (i.e. tournaments, sponsorships, etc.)

3.3.5 Capital Campaigns/Fund Drives

3.3.6 Legal fees, household expenses or personal bills/expenses

3.3.7 Multiple funding sources for the same purpose are prohibited.

3.3.8 Any travel/lodging related costs associated with event/request but can be included in the 10% match.

#### 3.4 PAYMENT AND DISTRIBUTION

3.4.1 Check will be made directly to the vendor or if event / activity is pre-paid with submitted receipt, payment will be made to the requester.

3.4.2 Designee will mail out checks with a letter explaining fund use and required follow up reporting.

### 4 PROCEDURES

4.1 **The requester will return the completed Oneida Finance Fund Request Application and all associated backup to the designee of the Finance Committee, who will:**

4.1.1 Acknowledge the receipt of the completed request.

4.2 **When the request is approved or denied the designee of the Finance Committee will:**

4.2.1 Notify the requester(s) of the approval or denial of their request and next steps.

4.2.2 Obtain a W-9 from the requester if not officially provided in order to process the approved request.

4.2.3 Designee sends checks and letters to all requesters or to designated vendor.

4.3 **The Designee will provide the Finance Committee with monthly reports of the Oneida Finance Fund.**

4.3.1 The Designee will develop and maintain a spreadsheet of all Oneida Finance Fund activities / expenditures.

**4.4. Required Follow Up**

- 4.4.1 All requesters must submit a written follow up report to the Oneida Finance Fund within 60 days following the conclusion of the event/activity.
- 4.4.2 The report must include copies of receipts, a brief description of how funds were used, and benefits for the recipient.
- 4.4.3 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.