

ONEIDA NATION STANDARD OPERATING PROCEDURE	TITLE: ONEIDA FINANCE 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 August 13, 2026 EFFECTIVE DATE:
Unit Number: 4222006	APPROVED BY: Finance Committee Action	DATE:
RaLinda Ninham-Lamberies, Chief Financial Officer	APPROVED BY:  Digitally signed by RaLinda Ninham-Lamberies Date: 2026.08.13 12:27:09 -05'00'	DATE:
Lawrence Barton, Treasurer	APPROVED BY: 	DATE: 8/13/26
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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 Finance Committee Donations.
- 2.2 **Review Team** – The group responsible for conducting the preliminary review of Oneida Finance Fund requests. The Review Team consists of the Designee and three (3) Finance Committee members appointed to review requests, discuss eligibility and funding considerations, and provide recommendations to the Finance Committee for final approval or denial.
- 2.3 **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.
- 2.4 **Backup** – Documentation that verifies or supports the costs associated with the request. Backup may include, but is not limited to receipts, invoices, price sheets,

quotes, registration confirmations, emails, screenshots, or other written materials that clearly show the cost of the activity and/or event for which funding is being requested.

- 2.5 **Recipient** – Recipient of funding and who must be an enrolled Oneida (WI) Tribal member.
- 2.6 **Request Review** – The monthly process in which the Review Team evaluates completed Oneida Finance Fund requests and provides recommendations to the Finance Committee. Final approval or denial occurs during the first regularly scheduled Finance Committee meeting of the month.
- 2.7 **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.
- 2.8 **Self-Enrichment** – Activities that promote positive physical, mental, social, and educational well-being of Oneida Tribal members.
- 2.9 **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. 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 third-party vendor, the following information must be submitted: Name 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.
 - 3.1.10 Completed requests will be reviewed at the first Finance Committee meeting each month.

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 request per fiscal year, even if amount is less than the maximum amount. The maximum amount is \$750 for minors and \$250 for adults (18+), per individual / per fiscal year.
- 3.2.2 Funding for families will be limited as follows: up to three (3) children per household may receive a maximum of up to \$750 each and one (1) adult per household may receive a maximum of up to \$250 per fiscal year. The combined annual maximum for a qualifying family (three children + one adult) is \$2,500 per household per fiscal year. *Families with fewer than three (3) eligible children or without an eligible adult will receive funding limits based on the individual child/adult allocations above.*
- 3.2.3 Fitness-related activities for adults (18+) (including gym memberships/training, fitness-related mobile applications, or similar wellness programs) are eligible for reimbursement up to a maximum of \$120 per individual per fiscal year.
 - 3.2.3.1 Gym membership requests shall be submitted under the eligible adult household member. Requests may only be submitted under a minor when the parent or legal guardian is NOT an enrolled Oneida (WI) Tribal member.
- 3.2.4 Funding requests shall require a minimum of 10% matching funds or in-kind contribution (verification required such as receipt).
- 3.2.5 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, who will:**

- 4.1.1 Acknowledge the receipt of the completed request.

4.2 **Monthly Request Review Process:**

- 4.2.1 All requests submitted by the deadline for the month will be reviewed by the Review Team for completeness, eligibility, and recommendation.
- 4.2.2 The designee will distribute an electronic packet containing all completed requests and supporting documentation to the Review Team for review prior to the monthly meeting. The Review Team will then meet via Teams or in person to discuss requests and provide recommendations only.
- 4.2.3 The designee will prepare a summary of all monthly requests, including supporting documentation, total amounts requested, and any identified concerns. The summary and recommendations of the Review Team will be presented to the Finance Committee for final approval or denial at the first regularly scheduled meeting of the month.

4.3 **When the request is approved or denied the designee will:**

- 4.3.1 Notify the requester(s) of the approval or denial of their request and next steps.
- 4.3.2 Obtain a W-9 from the requester if not officially provided in order to process the approved request.
- 4.3.3 Requesters have 30-days to return the W-9 or other requested documents upon approval. Failure to submit the W-9 or other requested documents within this timeframe will result in the approval being withdrawn.
- 4.3.4. Designee sends checks and letters to all requesters or to designated vendor.

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

- 4.4.1 The reporting will include the total number of requests received, the number approved and denied, the total amount requested, and the remaining balance available.
- 4.4.2 The Designee will development and maintain a spreadsheet of all Oneida Finance Fund activities / expenditures.

4.5 Required Follow Up

- 4.5.1 All requesters must submit a written follow up report to the Oneida Finance Fund within 60 days following the conclusion of the event/activity.
- 4.5.2 The report must include copies of receipts, a brief description of how funds were used, and benefits for the recipient.
- 4.5.3 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.