

Rincon Band of Luiseño Indians Community Contributions Policy

It is the desire of the Rincon Band to contribute to non-profit, civic, public agencies, and organizations concerned with improving the quality of life in our neighboring communities, and to assist with disasters identified by the Contributions Committee, or the Tribal Council.

Preference is given to projects or sponsorships requested by public agencies and not-for-profit organizations with a well-defined proposal that meets the Rincon Band of Luiseño Indians' contributions' criteria, and promote good neighbor relations.

Contributions to the neighboring communities where a contribution will have a mutual benefit between the non-tribal communities are given priority. Out-of-state, or request for contributions outside of San Diego County are generally not accepted. The exception would be donations to a disaster or emergency request. Requests by private individuals for financial support are also not accepted.

Contribution Criteria

Contribution requests are accepted for consideration that meets the following criteria. This includes specific proposals that enhance sports, education and other organized recreation programs; nutrition and health services; medical services; visual and musical arts; specialized educational curriculum and literacy programs; nature and environmental, as well as cultural and diversity programs. Sponsorships are awarded for events designed to bring communities of interests together to celebrate or commemorate a holiday, raise funds, or recognize an aspect of public interest and benefit.

Projects must demonstrate the following elements:

- Collaboration with other entities
- Population(s) served
- Innovative and/or creative applications to community needs
- Proven track record of success
- Clearly defined goals and with attainable results in a reasonable time frame
- Led by competent individuals who have a clear vision of what can be accomplished
- Itemization of benefits and public relations opportunities to the Rincon Band

Donations to political campaigns, labor unions, religious organizations, or membership in business or community organizations are not available through the Contributions Committee. The Committee does not fund request by Native Americans, tribal organizations, or funds for tribal programs/events. Such request are reviewed and approved by the Rincon Tribal Council. The same applies to requests to sponsor golf tournaments.

Funding Allocations

It is the policy that “reasonable or limited amounts” are allocated to as many specific demographic groups as possible, while providing meaningful benefits. The priority for funding is to provide a significant and direct benefit to the group population. Contribution requests to underwrite ongoing operating expenses, administrative overheads, or staffing obligations will not be considered for funding.

It is the policy that the contributions to each individual organizational recipient is limited to three (3) consecutive years, unless the Committee chooses to waive this restriction, and the Tribal Council approves the waiver.

Allocation Guidelines

Request must be submitted in writing to the Rincon Contributions Committee, and include the following information:

- Formal request letter on the non-profits organization’s letterhead
- Brief description or mission statement of organization
- Brief description of the request, and how the contribution will be used
- W-9 from organization
- Identity of recipient for check writing purposes
- Solicitors full contact information: name, affiliation, address, phone number with voice mail, and e-mail address
- Date, and location, in case of event sponsorship, along with profile of the sponsors
- As a sponsor or donor, recitations of how the Rincon Band will be recognized or acknowledged
- The deadline for the donation or date for sponsorship confirmation
- An agreement to provide follow-up funding audit and performance relative to stated goals of the Contributions Committee should such information be requested

Requests are to be submitted to the Rincon Band of Luiseño Indians, Contributions Committee, One Government Center Lane, Valley Center, CA 92028. Request by mail are preferred.

Role of the Contributions Committee

Committee members are appointed by the Tribal Council upon review of volunteer applications from tribal members. The Committee consists of no more than seven (7) members and no less than five (5). The Tribal Council establishes the contributions budget on an annual basis. The Committee elects a chair, vice chair and secretary, who serve at the discretion of the Tribal Council. The Committee determines meeting schedules as needed, but convenes at least quarterly to review applications and make recommendations on distribution of funds. A member who is absent from two (2) consecutive meetings without a valid excuse, conveyed to the Committee Chair, will be replaced with a new member to be appointed by the Rincon Tribal Council. The Committee Chair will notify the member of their removal.

Procedures

It is the responsibility of the Committee to annually review policy and procedures and establish criteria to measure funding compliance and resulting benefits of contributions to the Tribal Council. The Committee will establish a system of response; acknowledge all request, acceptance or denial, by letter/postcard and review all requests that meet the policy and to respond to applicants in a timely manner; record all application requests, rejections and contributions' history, as well as application procedures, criteria and projects. A majority vote by the Committee is required to approve a donation request. Contributions Committee notes, showing all approved applications, will be forwarded to Rincon Tribal Council.

Conflict of Interest

It is also the policy that all members of the Contributions Committee disclose any potential conflicts of interest. This is strictly a disclosure policy without bias toward the project or individual and is the responsibility of the individuals serving on the Committee. Where a conflict of interest exist, that individual(s) will be asked to excuse his or herself from the vote on the project or program.

A conflict of interest is considered an activity or interest, which may cause bias for or against a particular recommendation of the Contributions Committee and may be defined as an employment position, investment, officer or board director status held by self or any immediate family member and affiliation with any organization under consideration.

Date of revisions:

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