

DONATION REQUEST FORM



Applicants requesting a donation must complete this form, attach all required documentation, and be submitted to the Tribal Secretary's Office. **Applications are due by the 1st of each month** (requests received after the deadline will be processed in the next month). The Tribe cannot guarantee that all requests will be approved and that an approval does not guarantee future requests will be approved. Applicants cannot request both a donation and sponsorship for the same event.

APPLICANT INFORMATION

Applicant Name _____ **FPST Enroll. #** _____

Mailing Address _____ **Phone No.** _____

Tribal Affiliation Fallon Paiute-Shoshone Tribe Member Indian Tribe/Tribal Organization

Other American Indian Tribal Member Other Community/Local Organization

DONATION REQUEST INFORMATION

Request Amount \$ _____

Purpose Area Cultural/Tribal Event Elders Local/Community Event

School-Related Sports Emergency Assistance

Education

Request Type Individual¹ Organization (majority FPST members)

Tribal-Sponsored Team² Organization (majority non-FPST members)

Local Cultural/Tribal Event³

Location(s): _____ **Date(s):** _____

People to Benefit # of FPST Members: _____ Total # of People: _____

Prior Requests Yes No If "Yes, when: _____

¹ The total amount of individual donations provided in which more than one person submits more than one request cannot exceed the total amount permitted annually. In situations where the Tribe receives individual requests for the same activity, the amount approved cannot exceed the maximum organizational amounts and the amount given will be divided up between the applicants.

² Tribal-sponsored team must use the Fallon Paiute-Shoshone Tribe's seal and/or name in the uniform and/or team name

³ The event/activity must be held on FPST lands or in Fallon/Churchill County and be either a cultural event or tribal function).

DONATION DESCRIPTION. In the box, below, provide: **(1)** a description of how the funds will be used, **(2)** how that relates to the purpose area you marked; and **(3)** the estimated number of people attending the event/activity (attach additional sheets if needed).

DETAILED FUNDING REQUEST

In the table, below, identify what you are requesting, the associated type of cost, and who payable to.

Description of Cost	Type of Cost	AMOUNT	Payable to (name/address):
	<input type="checkbox"/> Supplies/Materials <input type="checkbox"/> Travel <input type="checkbox"/> Fees/Registration <input type="checkbox"/> Other	\$	
	<input type="checkbox"/> Supplies/Materials <input type="checkbox"/> Travel <input type="checkbox"/> Fees/Registration <input type="checkbox"/> Other	\$	
	<input type="checkbox"/> Supplies/Materials <input type="checkbox"/> Travel <input type="checkbox"/> Fees/Registration <input type="checkbox"/> Other	\$	
	<input type="checkbox"/> Supplies/Materials <input type="checkbox"/> Travel <input type="checkbox"/> Fees/Registration <input type="checkbox"/> Other	\$	

Funds will be paid directly to the organization submitting the requests (in some situations directly to an individual). Individual requests will typically be paid directly to a vendor on behalf of the individual.

FUNDRAISING & OTHER FUNDING

Complete the table below on information on any fundraising that has been completed or is scheduled to be done or attempt to secure additional and/or other funds for this request (attach additional sheets if necessary).

List fundraising efforts and/or sources of funds	Dates (past/upcoming)	One-Time or Ongoing	Total Amount
			\$
			\$
TOTAL FUNDRAISING & OTHER FUNDING AMOUNTS:			\$

CERTIFICATIONS, ASSURANCES, AND ACKNOWLEDGEMENTS

RECEIPTS AND SUPPORTING DOCUMENTATION. All donations made directly to an individual or organization must submit receipts and/or documentation that the money was used for the intended purpose. Failure to use a donation for the purpose represented to the Fallon Business Council may result in one or more of the following consequences:

1. Denial of future donation requests for a period of three (3) years.
2. Required repayment from any tribal disbursements, including current and future per capita payment distributions.
3. Possible civil litigation to recoup funds in the appropriate court of legal jurisdiction.
4. Possible criminal prosecution for the offense of fraud or theft.

INELIGIBLE ACTIVITIES, RESTRICTIONS, AND LIMITATIONS (applicable to donation requests)

1. After-the-Fact Donations. Requests for donations to recoup money for past events/fundraisers, etc. will not normally be considered except in urgent and/or unusual circumstances as determined by the Council.
2. Delinquent Accounts. If an individual has any delinquent account with the Tribe or owes any monies to the Tribe, he or she will not be eligible for a donation. This may be waived for situations involving an Emergency Assistance Activity application.
3. Personal Debts/Bills. The Tribe will not consider donation requests to pay personal debts (i.e., house payments, rent, food, clothing, utility bills, telephone bills, cell phone bills, cable TV bills, court fines, child care, child support, other forms of court-ordered restitution, credit card payments, car payments, or other auto related costs, loan payments, etc.). If this type of donation request has been submitted, the Tribal Secretary's Office will refer the requester to the Tribe's Social Services Department or the state TANF Program where the individual lives to see if there are alternate resources for assistance.
4. Tribal Work. Donations for any and all work-related activities of the Tribe and its departments/programs or any and all work-related activities of any tribal corporation (for-profit and non-profit) will not be considered. Donations will not be made for the travel costs or expenses for any employee or committee members of the Tribe for activities/functions carried out as part of their official duties.
5. Previously Misused Donation Funds. Requests/applications of any kind from any individual or organization who has previously received funding from the Tribe and failed to follow the accountability procedures or misused the funds provided by the Tribe are not eligible except for after three (3) years and any prior donations provided have been repaid to the Tribe.
6. Limitations on Monies Received Annually. An applicant (individual or organization) cannot receive more than \$1,000 in tribal donations, collectively, during any calendar year.
7. Proof of Fundraising. All applications, with the exception of the Emergency Assistance, shall include documentation of all fundraising that has been completed or is scheduled to be done. Applicants that have not done any type of fundraising are ineligible for receive donations as that the Tribe should be the last resort and not the only contributor to a donation request.
8. Higher Education Scholarships. Application requests for scholarship or funds to pay tuition, books, etc. will not be funded. Tribal Members need to apply through the Tribe's Education programs for scholarship assistance.

APPLICANT ACKNOWLEDGEMENT & SIGNATURE

The undersigned applicant or designated representative acknowledges that they have read and understand the certifications and assurances above; and further agrees to abide by these provisions and the Tribe's Financial Management Policies & Procedures Manual. The applicant/designated representative further attests that the information provided is true and correct to the best of his/her knowledge and that any false information provided may disqualify the application for funding.

Printed Name of Applicant

Applicant/Authorized Representative Signature

Date

OFFICIAL TRIBAL USE ONLY BELOW

FBC Meeting: _____

FBC Decision: Approved Denied

Amount Approved: \$ _____

Date to Finance: _____

Other Information: _____

FBC Secretary's Signature: _____ Date: _____