



# Discretionary and Municipal Grantmaking Guidelines

## **I. Purpose of These Guidelines**

The Pokagon Fund (“Fund”) is established as a private foundation that is tax-exempt under 501(c)3 of the United States Internal Revenue Code. The idea for it was conceived through a local agreement dated March 13, 2000, between the City of New Buffalo, New Buffalo Township, and the Pokagon Band of Potawatomi Indians, as amended (“Local Agreement”). The Fund is incorporated under the laws of the State of Michigan. One of the Fund’s primary activities is awarding grants to eligible organizations for eligible projects that advance its stated purposes.

The purposes of these guidelines are to (1) ensure that the grant making activities align with the Fund’s adopted strategies for community impact and (2) provide guidance to organizations that are considering seeking a Discretionary or Municipal grant from the Fund. The guidelines inform potential grant seekers about the common types of grants that the Fund awards and the general requirements for seeking and administering a grant from the Fund. However, the details of each grant that is awarded by the Fund will be determined on a case-by-case basis and codified in a Grant Agreement. The Fund may consider grant requests that do not align exactly to the guidelines below, and welcomes innovative proposals to address demonstrated community needs. Any grants that are awarded by the Fund must comply with the applicable IRS regulations and the purposes for which the Fund was established. These purposes can be found in the Local Agreement and the Fund’s Articles of Incorporation.

The Fund’s Board of Directors reserve the right to dispose of grant requests as it sees fit. This means that it has the sole discretion whether to award a grant, deny a grant, or take any other action with regard to any grant request that it receives.

## **II. Definitions.**

“Board” means the board of directors of The Pokagon Fund, Inc.

“Exempt Purpose” means the definition of the term as defined in section 501(c)(3) of the Internal Revenue Code.

“Fund” means The Pokagon Fund, Inc., a Michigan nonprofit corporation.

“Grant Funds” means dollars that are awarded to a Grantee by the Fund through a grant agreement.

“IRS” means the United States Internal Revenue Service.

“Municipalities” means the Berrien County, Michigan jurisdictions of the City of New Buffalo; the Townships of Chikaming, New Buffalo, and Three Oaks; the Villages of Grand Beach, Michiana, and Three Oaks; River Valley School District; and New Buffalo Area Schools (individually referred to as a “Municipality”).

“Guidelines” means The Pokagon Fund Discretionary and Municipal Grantmaking Guidelines (these Guidelines).

“Public Charity” means an organization that has been designated as a public charity by the IRS.

“Service Area” means the following jurisdictions located in Berrien County, Michigan: The City of New Buffalo; the Townships of Chikaming, New Buffalo, and Three Oaks; and the Villages of Grand Beach, Michiana, and Three Oaks.

### III. Threshold Criteria

- a. Any Discretionary or Municipal grant that is awarded by The Pokagon Fund must further at least one of the purposes for which the Fund was established. These purposes include charitable, scientific, literary, or educational purposes; fostering amateur sports competition; promoting community education; lessening the burdens of government; promoting conservation and environmental protection; combating community deterioration; promoting community beautification and preservation; charitable or educational programs benefiting seniors, children and schools; student scholarships; compulsive treatment programs; charitable local economic development projects; and the erection or maintenance of public buildings, monuments, or works; or other charitable activities as the Board deems appropriate.
- b. Any grant awarded by the Fund must benefit the Service Area or its residents. The Applicant must demonstrate this through the application process.
- c. The applicant organization must have completed all requirements of previous grants to TPF’s satisfaction. An organization may have two or more active grants at one time, but the Fund may require and interim report on the status of any current grant while considering an application for another.

### IV. Ineligible Activities

The Fund will not provide grants to the following types of organizations and/or for the following activities:

- Organizations that discriminate on the basis of religion, race, color, national origin, age, sex (including sexual orientation), marital status, disability, height, or weight;
- Projects or activities that do not provide a benefit to the Service Area or the residents thereof;
- Any project or activity that would jeopardize the Fund’s status as a 501(c)3 nonprofit organization, a private foundation, a nonprofit organization, or any other designation that is central to its existence;
- Any project that would result in self-dealing between the Fund and a director, officer, or employee;
- Programs that require participants to practice or adhere to specific religious beliefs or that support proselytization activities;
- Voter registration activities, political campaigns, or organizations that are substantially engaged in influencing legislation and voting;
- Any activity that produces a prohibited *private benefit* unless it is incidental, quantitatively and qualitatively, to a project that furthers the Fund’s exempt purposes;
- Individuals;
- Organizations or groups that substantially engage in the carrying on of propaganda or that attempt to influence legislation or political campaigns;
- Grants to agencies or foundations for ultimate re-granting to organizations or programs selected by such agencies or foundations;
- Sponsorships or the Purchase of tickets to fundraising events;
- Reserve funds or debt elimination; or

- For any expenses incurred by the grantee prior to an authorized signatory signing a grant agreement and returning it to the Fund.

## V. Application Process

- a. Platform. The Fund utilizes an online application portal (Blackbaud Grantmaking) through which applicants submit letters of intent, grant applications, and all required reports.
- b. Required Information. In order to receive further consideration, an application must include the name of the applicant organization, a budget for the overall project, amount of grant funds requested from the Fund, a description of how the Grant funds will be spent, a description of how the project will benefit the Service Area, the names and contact information of individuals authorized to sign agreements, and information specific to the project as outlined in these Guidelines.
- c. Due Diligence. Each application that is submitted will be analyzed as to the intended use of the Grant Funds, the charitable status of the applicant, the likelihood that the applicant can successfully complete the proposed project, and other matters to ensure each of the Fund's awards comply with its legal obligations, purposes, and values.
- d. Additional Information. Additional information may be requested of the applicant during the grant review process. In cases where the applicant has an open grant with the Fund, an interim progress report may be requested.
- e. Authorized Submission. An individual who is authorized to bind the applicant organization in contract must submit the application – or authorize it being submitted – to the Fund.

## VI. Discretionary Grants

- a. Budget. To ensure that the amount of funding that the Fund awards through Discretionary grants does not exceed the amount of funds that are allocated for Discretionary projects in each fiscal year, the Board will adopt a budget plan that estimates the amount of funding that will be available for Discretionary grantmaking in each fiscal year. These estimates will be updated at least quarterly, once actual revenue numbers are known.
  - i. Overages – If the amount of Funding awarded exceeds actual income, the Board must approve a plan that identifies where the overages will come from (i.e., unused Discretionary Funds Carried over from previous years, the *Next Decade Fund's* principle or earnings/investments, or other sources)
  - ii. Undistributed Funds – If the Fund does not award all of the funding allocated for Discretionary projects in a fiscal year, then that amount shall be carried over into the subsequent fiscal years and may be made available to fund projects that are eligible to be funded through a Discretionary grant in subsequent fiscal years.
- b. Application Deadlines. Grant applications for Discretionary Grants are accepted on a continuous basis. Initial review by the Board takes place on a quarterly basis, at its regular meetings in August, November, February, and May. Applications are due on July 15, October 15, January 15, and April 15 (“Default Deadlines”). It is common for the Board to make a determination on each application at the meeting where it is initially considered but it may postpone a decision on a grant its sole discretion.

c. **Payment Method.** Discretionary grants to organizations designated as 501(c)3 will be paid upfront, after the grantee has signed and returned the grant agreement for the project. Discretionary grants to organizations that are not 501(c)3 organizations will be made on a reimbursement basis unless other terms have been negotiated and are included in the written grant agreement.

d. **Types of Discretionary Grants**

Grant Type:	Programs and Projects
Purpose:	Provide funding for projects according to the proposal, schedule, budget, and conditions specified in the grant agreement letter. These terms are often provided by the applicant organization, but may be negotiated prior to entering into a grant agreement. The grants are limited in scope and in duration. They can be for a single-day event or to support a single program that takes place over a defined period of time.
Eligibility Details:	Generally made to organizations recognized as public charities by the IRS. Governmental units may also be eligible to receive a Discretionary Programs and Projects grant. Organizations that do not fit in to either of these categories may be eligible for a grant from The Pokagon Fund (see "Grants to Non-Public Charities" below.) Any Public Charity whose project meets the threshold criteria (see sections III and IV) is eligible to apply for a project-based Grant.
Special Factors:	<ul style="list-style-type: none"> <li>- Amount of funding requested in relation to the number of individuals to receive benefits through the project</li> <li>- How much impact the project will have beyond the term of the grant.</li> </ul>
Matching Funds:	None required, but the amount of leveraged funds and the number/source of donors will be taken into consideration by the Fund.
Maximum Amount of Grant:	None.
Timing	Default Application Deadlines in paragraph b above.

Grant Type:	General Operating
Purpose:	<p>Intended to fund the ongoing operations of an organization including its regular personnel, administrative, programming, and office expenses.</p> <p>When a request for a General Operating grant is predicated on the loss of a major funding source, the applicant should demonstrate that there is significant and ongoing demand for the programs and services provided by the organization, the organization lacks the capacity to respond to the loss of funding and such loss would result in a cessation or reduction of the programs and/or services offered by the organization, and a strategy to preserve the programs and/or services in the future has been clearly identified.</p>
Eligibility Details:	<p>The Fund will only provide General Operating support for nonprofit organizations that meet the following criteria:</p> <ol style="list-style-type: none"> <li>(1) designated as a 501(c)(3) public charity by the IRS;</li> <li>(2) Is headquartered or has a substantial physical presence in the Foundation's Service Area.</li> <li>(3) Ascribes to principles of best practice relative to nonprofit governance, finance, public disclosure, and programming;</li> <li>(4) Demonstrates that the need for the organization's services will be continued (in the face of demonstrable funding cuts from traditional funding sources), expanded, or significantly enhanced.</li> <li>(5) Must demonstrate that residents of Harbor Country will receive the full benefit of the funding provided by the Fund;</li> <li>(6) have a mission and programs consistent with core funding interests of the Fund; and,</li> <li>(7) have at least three years of stable executive leadership at the staff and/or board level.</li> </ol>
Special Factors:	<ul style="list-style-type: none"> <li>- The amount of funding that will be leveraged for the benefit of the Service Area</li> <li>- Likelihood of sustainability beyond the grant period</li> </ul>
Matching Funds:	<p>None required, but the amount of leveraged funds and the number/source of donors will be a major factor considered by the Fund.</p>
Maximum Amount of Grant:	<p>The applicant must provide a well-reasoned estimate of the amount of its expenses that will directly and indirectly (i.e., administrative expenses) benefit the Service Area; this estimate must be based on the applicant's historical activities. The General Operating support from the Fund is limited to 75% this amount for each year of the grant (these types of grants may be awarded on a multi-year grant basis).</p>
Notes.	<p>Limits on the use of this funding awarded through a General Operating grant include:</p> <ul style="list-style-type: none"> <li>- capital expenses for equipment (supplies under \$1,500 <u>can</u> be purchased), land, buildings, or the purchase of other assets that would have a useful life beyond 1 year after the term of the grant.</li> <li>- Fundraising expenses.</li> <li>- Any non-charitable purpose.</li> </ul>

<b>Grant Type: Capital</b>	
Purpose:	Intended to facilitate (1) the acquisition of land, construction of, renovations to, and repairs to physical facilities, or (2) the procurement of equipment (over \$10,000) by an organization. Such land, building, or equipment must be for spaces or programs that residents of the service area will directly benefit from. Capital grant requests for construction projects also may include the costs of related technical services, such as legal transactions, architectural, and engineering activities.
Eligibility Details:	The land where the improvements are being made must be legally controlled (i.e., owned, leased on a long-term basis, subject to an easement, or other substantial interest) by the applicant.  The Property that is acquired or improved must be located in the Service Area.
Special Factors:	The extent to which the property will be open and accessible to residents of the Service Area.  For equipment, the grant application should describe how the participants/beneficiaries of the organization's programs/services will receive enhanced benefits or experiences because of the equipment. The equipment should not simply be for the use of staff, for maintenance, or to replace a piece of equipment that the organization currently owns/leases.
Matching Funds:	2:1
Maximum Amount of Grant:	None required, but the amount of leveraged funds and the number/source of donors will be taken into consideration by the Fund.

<b>Grant Type: School Bus Trips</b>	
Purpose:	School Bus Trips support the transportation, admission, food, substitute staff, and other expenses related to bus trips (or "field trips") that provide opportunities for students to expand and enhance their academic experiences by exposing students to new learning opportunities that cannot be duplicated inside the classroom.  TPF realizes that bus trips are a pedagogy of "lived learning" by which students actively learn through hands-on experiences in the field and through interaction among students and between students and teachers.
Eligibility Details:	Only River Valley School District and New Buffalo Area Schools are eligible to apply for Bus Trip grants for trips which have the primary objective of academic learning that is tied to the Michigan educational standards for each grade level.
Special Factors:	- School districts are encouraged to include at least one bus trip per grade level in their application.
Matching Funds:	None required, but the amount of leveraged funds and the number/source of donors will be taken into consideration by the Fund.
Maximum Amount of Grant:	1. Each year, the Board will budget a total amount for each school district's bus trips. 2. TPF will advise the school district of the budgeted amount that will be available for bus trips during the next school year. 3. The school district will submit one grant application for all its bus trips for the upcoming school year by July 15.
Notes:	The application process for School Bus Trips grants falls outside of the Fund's Default Deadline Discretionary grantmaking cycle described in paragraph b.

Grant Type:	Unsolicited
Description:	The Fund will consider unsolicited applications for projects that would make significant contributions to the mission of the organization. These grants are most appropriate in cases where the Fund has identified a community need, but for which there is no organization that is currently providing programming that would address that need.
Eligibility Details:	Any organization with 501(c)3 designation from the IRS or a Municipality. The grantee must be willing to submit a statement of work and an explanation of how all funds awarded by TPF will be spent.
Special Factors:	As determined by the Board.
Matching Funds:	None required, but the amount of leveraged funds and the number/source of donors will be taken into consideration by the Fund.
Maximum Amount of Grant:	None.
Notes:	The application process for Unsolicited Grants may fall outside of the Fund's Default Deadline Discretionary grantmaking cycle described in paragraph b.

Grant Type:	Expenditure Responsibility
Description:	<p>The Fund may make grants to organizations that are not designated as public charities in limited scenarios where the non-public charity is engaging in charitable purposes. The funds must be used exclusively to support projects that benefit the New Buffalo Region by promoting community education, lessening the burden of government, promoting conservation and environmental protection, combatting community deterioration, promoting community beautification and preservation, and the erection or maintenance of public buildings, monuments or works or other charitable, scientific, literary, or educational purposes as the Board deems appropriate.</p> <p>In order to maintain compliance with the IRS regulations governing private foundations, the Fund must exercise "expenditure responsibility" regarding any such grant. This responsibility exceeds the oversight typically employed with respect to grants to public charities or units of government. This means that the Fund must exert all reasonable efforts and establish adequate procedures to (1) see that the grant is spent solely for the charitable purposes for which it was made; (2) obtain full and complete reports from the grantee on how the funds are spent; and (3) make a full and detailed reports with respect to such expenditures on its 990-PF. Any grantee receiving an Expenditure Responsibility grant will be expected to provide any information that is necessary for the Fund to meet these responsibilities.</p>
Special Factors:	<ul style="list-style-type: none"> <li>- administrative or overhead costs cannot be supported by an Expenditure Responsibility grant; these are the responsibility of the Grantee.</li> <li>- Grants described in this section are only for project-based grants.</li> </ul>
Matching Funds:	None required, but the amount of leveraged funds and the number/source of donors will be taken into consideration by the Fund.
Maximum Amount of Grant:	None.

<b>Grant Type: Individual Scholarships</b>	
Description:	Scholarships are not grants but are mentioned here because they are paid from the Discretionary Grant budget. They are paid by the Fund on behalf of graduating seniors and adults who are residents of the Service Area and are pursuing post-secondary education. Scholarships are not addressed in detail through this policy.
Eligibility Details:	Recipients must be a permanent resident of any one of the following jurisdictions in Berrien County, Michigan: the City of New Buffalo; the Townships of Chikaming, New Buffalo, or Three Oaks; or the Villages of Grand Beach, Michiana, or Three Oaks.
Additional Factors:	Scholarships are awarded by the Board, or a designated committee, each year.
Matching Funds:	n/a
Maximum Amount of Grant:	None (scholarships, and the amount of each, are awarded on a case-by-case basis based on the information submitted by the applicants).

<b>Grant Type: Needs Assessment or Strategic Plans</b>	
Purpose:	Provide funding for costs associated with conducting needs assessments or strategic plans.
Eligibility Details:	Available to organizations recognized as public charities by the IRS.
Special Factors:	<ul style="list-style-type: none"> <li>- Quality and experience of any contractors or consultants the applicant organization has selected to help develop the assessment or plan.</li> <li>- Date of last strategic plan and how well the applicant is able to demonstrate that it used the strategic plan to make changes within its organization, the community, or amongst its client base.</li> <li>- The Fund strongly encourages agencies whose service territory encompasses a larger area than the Fund's Service area to consider this type of grant to help assess the unique and specific needs of the Fund's Service Area, and report on those separately, for example, within the final assessment/plan or as an appendix thereto.</li> <li>- Applicant will be required to submit the final written product (the needs assessment or the strategic plan) to TPF as part of the final report to close the grant out.</li> </ul>
Matching Funds:	None required, but the amount of matching funds from other sources will be considered by the Fund's Board of Directors.
Maximum Amount of Grant:	The amount of the grant will be limited to the percentage of the project that can be attributable to having a direct impact on the communities and residents within TPF's service area.
Timing	Default quarterly application deadlines

## VII. Municipal Grants

- a. Purpose. The Fund makes municipal grants in order to improve the quality of life for the residents of the Service Area by funding projects that further the purposes for which the Fund was created. These grants are not intended to displace, replace, nor supplant any dollars that are available to Municipalities.
- b. Eligibility. The Fund will consider Municipal grant applications that are submitted by one or more of the Municipalities. The city council, village council, township board, or board of education of the



Municipality submitting the grant application must, by formal action in a duly called public meeting, approve the application to the Fund and the amount requested prior to a grant agreement being offered to the Municipality; it is strongly recommended that this approval take place prior to the Municipality submitting an application to the Fund.

- c. **Application Deadlines.** The Fund will accept letters of inquiry or grant applications from Municipalities for projects that are seeking funding allocated by TPF to the Municipality on a continuous basis. The Board will consider the letter of inquiry or grant application at the next regular meeting after Due Diligence activities can be completed and any additional information can be analyzed. Applicants should contact the Fund's executive director if they have questions about this timeline.
- d. **Ineligible Activities.** The Fund will not provide grants to Municipalities for:
  - i. General operating support;
  - ii. Activities that were historically funded by that entity through local funds in previous years and for which funding was cut at the discretion of the Municipality;
  - iii. Activities that are customarily part of the functions of governmental entities in other jurisdictions of comparable size and scope;
  - iv. Activities that are currently performed in the Service Area by a viable non-governmental entity; and,
  - v. Activities that are mandated as local obligations by state and/or federal authorities, except where state/federal authorities stipulate private matching funds for support of a particular effort.
- e. **Letter of Inquiry.** In recognition of circumstances where local units of government must consider the administrative burden of applying for a grant, the Fund encourages any municipality to submit a letter of inquiry that explains the concept of the project and how much funding it is requesting from the Fund. The letter of inquiry will provide an opportunity for the Board of Directors to make a preliminary determination as to whether and to what extent the proposed municipal project may be funded. After a letter of inquiry is approved by the Board, the applicant will be invited to submit a full application.
- f. **Payment Method.** Municipal Grants will be paid on a reimbursement basis, after Grantee provides documentation to the Fund showing allowable grant expenses have been paid.
- g. **Types of Municipal Grants**

<b>Grant Type: Impact Grant</b>	
Description:	Any grant request from a Municipality that is for \$7,500 or less. These grants are intended to support activities that further the Fund's purpose (See section III. Threshold Criteria) and that are being undertaken by a Municipality but may not be activities generally performed by municipalities in Michigan.
Additional Factors:	Others as determined relevant by the Board.
Matching Funds:	None required.
Maximum Amount of Grant:	\$7,500.00 or the unpledged, undesignated balance TPF has allocated for that Municipality, whichever is less.
Letter of Inquiry needed?	No. Applicants may submit a full application without a TPF-approved letter of Inquiry.

<b>Grant Type: Placemaking</b>	
Description:	Grants for over \$7,500 that will result in reimagined and reinvented public spaces and facilities. These grants may be used to facilitate the acquisition of land, construction of facilities and renovations to existing facilities. Such property or facilities must be for spaces or programs that residents of the Service Area will directly benefit from. Capital grant requests for construction projects also may include the costs of related technical services, such as, engineering, architectural, or transactional legal activities. Examples may include funding that will help develop/redevelop parks, downtowns, waterfronts, preserves, neighborhoods, streets, markets, trail, campuses, and public buildings.
Additional Factors:	<ul style="list-style-type: none"> <li>- The interest that the grantee has in the property where the project will take place.</li> <li>- Ability and commitment of the Municipality for ongoing maintenance and care.</li> <li>- Access to the property/facility by residents of the Service Area.</li> <li>- The extent to which the public was invited to and, in fact, did participate in the planning process for the project.</li> </ul>
Matching Funds:	1:1 match requirement: TPF will award up to \$1 for every \$1 that the grantee secures from other funding sources for the same project.
Maximum Amount of Grant:	The maximum amount that will be awarded is the unpledged, undesignated balance that TPF has allocated for the applicant Municipality.
Letter of Inquiry needed?	Yes.

<b>Grant Type: Planning and Capacity Building</b>	
Description:	For grants over \$7,500 that provide a Municipality – or Municipalities – funding for improvements to plan and carry out community development and economic development activities. May include consulting fees.
Additional Factors:	<ul style="list-style-type: none"> <li>- Likelihood that the activities will lead to an increased capacity to address an identified community need; especially where the project will improve the Municipality’s prospect of getting funding for larger projects that will be natural extensions.</li> <li>- Grantee has demonstrated that the project will help address a demonstrated community need, for example workforce housing, economic/community development that will benefit low/moderate income households</li> <li>- The extent to which the project will benefit low- and moderate-income families and persons that live in the Service Area.</li> <li>- The extent to which there is intergovernmental collaboration is proposed project</li> </ul>
Matching Funds:	2:1 match requirement: TPF will award up to \$1 for every \$2 that the grantee secures from other funding sources for the same project.
Maximum Amount of Grant:	The maximum amount that will be awarded is the unpledged, undesignated balance that TPF has allocated for the applicant Municipality. Multiple municipalities may apply for the same project where intergovernmental collaboration is taking place.
Letter of Inquiry required?	No. Applicants may submit a full application without a TPF-approved letter of inquiry.

<b>Grant Type: Programming</b>	
Description:	TPF will support programs that are not traditionally administered by a Municipality when it would benefit the Service rea.
Additional Factors:	Matching funds are highly encouraged but not required.
Matching Funds:	None required.
Maximum Amount of Grant:	The maximum amount that will be awarded is the unpledged, undesignated balance that TPF has allocated for the applicant Municipality.
Letter of Inquiry needed?	Yes, if over \$7,500.00 (if request is for under \$7,500, consider applying for an “impact grant”)

Grant Type:	Training and Development
Description:	<p>Training and Development grants are intended to support local officials' understanding of innovative approaches and best practices for issues facing the Municipality or the Service Area and connect them with funders and communities facing similar issues. The intent is that the person attending the conference gains ideas that can be brought back to others in the Service Area, and solutions implemented in order to address community needs.</p> <p>This grant program is not intended to support skills-based trainings that are primarily intended for an individual to earn a credential. Examples of these ineligible activities include the Drinking Water Operator Certification, Wastewater Operator Certification, Commercial Drivers Licenses, Michigan Commission on Law Enforcement Standards (MCOLES) Certification are not eligible (note: alternatively, residents of the Service Area may be eligible for adult scholarships to cover the costs of post-secondary training opportunities). The following are factors that may be use to determine whether a training is ineligible: (1) the training is required by law or regulation, (2) there is a certification test upon completion of the course, (3) individuals in similar positions at other municipalities are required to attend the training as a condition of their employment.</p> <p>Funding for eligible training may be used to cover the following:</p> <ol style="list-style-type: none"> <li>(1) Registration Fees</li> <li>(2) Non-overtime salary and wages for the participant</li> <li>(3) Hotel fees</li> <li>(4) Meals (capped at the amount allowed by grantee's travel policies; if none, then capped at the IRS travel rates)</li> <li>(5) Mileage (with the rate to be determined by the grantee's travel policies)/ground transportation/air travel</li> <li>(6) Other costs for which the individual is entitled through the grantee's travel policies</li> </ol> <p>The participant must either be an employee or an elected or appointed official in the Municipality.</p>
Additional Factors:	The participant's or grantee's plans for "bringing the information back" – how will the information obtained by the participant benefit the greater community?
Matching Funds:	None.
Maximum Amount of Grant:	\$2,000/participant. TPF will cover the costs for one individual to attend one program or event every two years.

### VIII. Grant Agreement

- a. Any grant awarded by the Fund shall be offered to the grantee in the form of a written grant agreement. Any such grant agreement should contain terms that are consistent with these Guidelines, relevant timelines, reporting requirements, indemnification requirements, authorized contacts for the Fund and the grantee, remedies for breach of the agreement, the intent of the Board with regard to each project, and other clauses that are necessary to ensure the integrity of the Fund and its association to the project.
- b. Amendments to a Grant Agreement

- i. A grantee wishing to change the terms of a grant agreement (including extension of the grant period, reallocation of grant funds for one project into another for the same purpose, transferring the grant to another organization, an increase in the amount of funding, or other changes) must make their request in writing. These written requests must be made at least 30 days prior to the grantee's desired effective date of the change.
- ii. The executive director of the Fund shall have the authority to amend grant agreements, without Board approval, to extend a grant agreement for a time that is equal to the length of the term found in the original grant agreement (for example, if the term of the grant was for one year, the executive director could administratively extend the term of the grant for an additional year). Such amendments shall be reported to the Board at its next regular meeting. All other amendments must be approved by the Board.
- iii. Grantees must promptly inform the Fund in writing of significant changes in project staffing, key personnel changes (chief executive officer, chief financial officer, or equivalent positions), scheduling, budgeting, when such changes occur during the term of the grant. Through the grant agreement, the Fund shall reserves the right to suspend the use and/or payments of grant funds if it considers the change to be material to the success of the grant.

## **IX. Recognition**

- a. Each grant agreement shall include a provision requiring the grantee to publicly recognize TPF's contribution to the project, with the primary audience intended to be the residents of the Service Area. Such recognition shall not be paid for from grant funds because recognition is not an Exempt Purpose. The recognition should be commensurate with the Fund's contribution to the project when considering:
  - The amount of funding TPF has contributed to the project;
  - The percentage of funding that TPF's contribution represents for the project;
  - The duration of the benefit that the project will have; and,
  - Other unique characteristics of the project and grantee.
- b. Examples. A grantee may want to consider a combination of any of the following recognition methods:
  - A photo that includes program beneficiaries, along with a signed waiver from each person photographed, that allows TPF to share the photo broadly including on its social media, website
  - Recognition as a funder in the organization's annual report
  - Invitation to a "ribbon cutting"
  - Announcing the grant at a public meeting
  - A press release about the grant or project that mentions the Fund's (subject to written preapproval by the Fund)
  - A post or posts to social media accounts
  - Use of TPF's logo on grantee's website or printed material (subject to written preapproval by the Fund)
  - A professionally made sign or plaque, especially for Capital or Placemaking grants
  - Others
- c. In its final report for the grant, the grantee shall describe the recognition that the Fund received.

- d. The grantee's cost and effort of the recognition shall be reasonable.
- e. The Fund strongly encourages organizations to consider submitting grant applications that honor or educate the public about the Pokagon Band of Potawatomi Indians ("Band"). Any such project, and its components, must be approved by the appropriate officials of the Band in order to receive consideration by the Fund. Grantees must refrain from recognizing the Band for grants awarded by the Fund.

## **X. Miscellaneous**

- a. **Unused Grant Funds.** Any Funds that are awarded to a project, but unused by the Grantee for that project, shall be promptly returned to The Pokagon Fund. The Fund shall reallocate these returned funds into the allocation that they were originally awarded from. For example, if the Fund awarded a \$10,000 Municipal grant to a Township for a project, but the township only used \$7,000 for the project, the unused portion (\$3,000 in this example) will go back into that township's Municipal allocation and be available for that township to request for future projects. If a Discretionary grant was made by the Fund for a project that has unused Grant Funds, then those dollars shall be returned to the Discretionary allocation.
- b. **Letters of Support.** The Executive Director is authorized to write and sign letters of support for grants to other organizations for projects for which the Fund has either awarded a grant or approved a letter of inquiry. If the Fund is asked to provide a letter of support for a project for which it has not awarded a grant, then the request shall be presented to the Board for approval, declination, or other action as it sees fit.
- c. **Not Confidential.** These Guidelines and its components are deemed to be information that is, or needs to be, generally known or available to potential grant applicants and the public. Therefore, the information contained in these Guidelines are not Confidential Information as defined by the Confidentiality Agreement adopted by the Board.

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These Guidelines were adopted by TPF Board of Directors on October 19, 2022 (the board rescinded the following policies after these guidelines were adopted: *Discretionary Grant Budget Policy*, *Guidelines for Grants*, *Guidelines for Municipal Grant Applications*, *Basic Guidelines for Grants to the Nine Municipalities with Allocated Funding*, *Recognition by Grantees Policy*, and *Bus Trip Grants for Schools Policy*); amended 06/21/2023, 7/19/2023.