



Lake Prairie Federation Grant Fund Policy, Application, and Reimbursement Form

2015 -
2016

*“fostering the understanding and
companionship between parent and child”*

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Grant Fund Policy - Overview

The Lake Prairie Federation believes every child and parent should have the opportunity to enjoy our program. Therefore, we offer financial assistance through our Grant Fund.

Grant Fund Policy - Covered Program Costs

- Registration fees
 - Vest purchase (consistent with other tribal member vests)
 - Fall and winter campout fees
- Note: Spring campout fees are addressed through the candy sale fundraiser incentives. (See below)

Grant Fund Policy - Application Process

- Each family requesting a grant is required to fill out the Lake Prairie Federation Grant Fund Application, and submit the application to the Federation Chief. A new application must be submitted for approval for each program year. A family may apply for a grant any time during the season, as situations change throughout the year.
- A committee of three officers consisting of the Federation Chief, Federation Sachem and Federation Treasure Keeper will review the application. A two thirds (2/3) majority is required for approval.

Grant Fund Policy - Reimbursement Process

- To provide confidentiality within the tribe and nation, Grant Fund recipients should pay the necessary program costs, and submit a request for reimbursement form to the Federation Treasure Keeper for full compensation of said necessary program costs.
 - The reimbursement form is located on the subsequent page.
 - For grant recipients who are unable to wait for reimbursements as stated above, alternative arrangements may be considered on a case by case basis.
- Each reimbursement is reviewed by the Federation Chief, Sachem and Treasure Keeper.
- Items not listed in "Grant Fund Policy Covered Program Costs" will not be considered for reimbursement.

Grant Fund Policy - Candy Sale Participation

- Grant Fund recipients are required to participate in the Candy Sale each year, and may not select the option of opting-out of the candy sale.
- The first night of the spring campout is fee is covered for two people through the candy sale fundraiser incentives by selling six boxes of candy bars. Additional campouts are covered for every two additional boxes of candy bars sold. If the Grant Fund recipient achieves the candy sale goal for the first night, the second night may be reimbursed.
- In the event a grant recipient fails to participate in the candy sale, they shall be dropped from the program, in line with the policy applied to all members of the Lake Prairie Federation. If a member is dropped from the program, they will not be allowed to attend Federation events or campouts until they reapply to the Lake Prairie Federation.



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Grant Fund Reimbursement Request Form

Requestor:	
Address, City , State:	
Phone:	
Email:	
Nation:	
Tribe:	
Event (i.e. Camp Out):	
Event Name / Location:	
Event Date:	
Event Type:	_____ Guides _____ Princesses _____ Trail Blazers
Refund Request Date:	
Requested Reimbursement Amount:	\$ _____
Reason for Reimbursement:	
Reviewed and Authorized by * :	
LPF Position * :	
Members on camp out reconciliation form:	_____ Yes _____ No
Refund Reimbursement Status:	_____ Approved _____ Not Approved
Refund Reimbursement Status Comment:	
<p><i>Once approved, please send the completed/approved "Grant Refund Request Form" to the Federation Treasure Keeper who will issue a refund as appropriate. Note that the LPF reserves the right to refuse any refund request.</i></p> <p><i>* All application requests must be approved by the Federation Chief, Sachem and Treasure Keeper.</i></p>	