TOK COMMUNITY UMBRELLA CORPORATION
REVENUE SHARING and OTHER GENERAL COMMUNITY GRANTS POLICY

Adopted at meeting on March 10, 2011 and revised February 9, 2017

To standardize handling of grants such as the Revenue Sharing and similar grants and ensure that all community organizations receive fair and equal treatment with full public scrutiny, TCUC has adopted the following policy with respect to Revenue Sharing grants.

1. Organizations wishing to receive a portion of the grant must submit an application containing at the minimum:
    a. Request letter outlining the amount requested and what it will be used for.
    b. List of current board of directors and officers, if applicable
    c. Minutes of the last two meetings
    d. Last 2 financial or treasurer's reports
    e. Current Articles of Incorporation if applicable
    f. Current Bylaws
    g. Application cover sheet certifying that funds received will be dedicated to a public purpose and that services or facilities provided with the grant funds will be made available to every person in the community regardless of race, religion, color, national origin, age, physical handicap, sex, marital status, changes in marital status, pregnancy, parenthood, or political affiliation.

    It is not the responsibility of the TCUC to notify an applicant if its application is incomplete, but TCUC will endeavor to provide a checklist with the application cover sheet so the applicant can more easily check the application for completeness.
2. Incomplete applications will not be considered. Applications must be received by the close of business two days prior to the meeting. A summary list of all applications received will be made available to everyone at the meeting.
3. Grant money will be apportioned to applicants at a public meeting. Notice of the meeting must be posted in at least 3 places in the community, one of which must be the U.S. Post Office, at least 10 days prior to the meeting. If time permits, notice should be posted at least a month prior, so that all organizations have a reasonable amount of time to prepare their requests.
4. Any organization receiving grant funds must provide receipts showing that the money was spent for the purpose(s) approved at the public

meeting. Organizations that do not provide those receipts will not be considered for funding for future grant monies and must return the monies for which they have not submitted receipts.

5. Sometimes an organization changes their mind and would like to use the grant money for some purpose other than that originally approved at the public meeting. When that happens, they can request a change of purposing of the money. To ensure that any changes receive the same public scrutiny and that all organizations are treated fairly and equally, the request will be considered at a new public meeting with the same notification as that listed in 2 above. All other organizations will be invited to submit competing requests in accordance with the guidelines of 1 above for the money involved.

6. If an organization receives grant money and fails to spend it within a reasonable time (generally within one year, although an extension of time may be requested if there are extenuating circumstances and progress reports document efforts made to comply with time constraints), the grant money must be returned to TCUC for community use. Receipts for grant expenditures or a request for an extension of time for expenditure of funds must be turned in prior to submitting new grant requests.

7. No one entity will be granted more than 25% of the available Revenue Sharing received that fiscal year.

Revised and adopted 2/9/17 by the Board of Directors for TCUC.