



***THE LITTLE TRAVERSE BAY BANDS OF  
ODAWA INDIANS  
SMALL GRANTS  
APPLICATION GUIDELINES***



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**BACKGROUND:**

The Little Traverse Bay Bands of Odawa Indians often receives requests from LTBB Tribal citizens seeking support in educational purposes, community group activities, and individual activities.

**ELIGIBILITY:**

- 1.) All participants must be a LTBB Tribal citizen.
- 2.) Must not have any delinquent reports from previous grants.
- 3.) Must benefit the tribal community.
- 4.) Request is for educational purposes, community group activities, or individual activity
- 5.) Requests connected to LTBB Tribal Government Departments and Programs are not eligible
- 6.) Two or more tribal citizens are required to qualify as a group

**HOW TO APPLY:**

- 1.) Review the small grants eligibility guideline and the scoring guideline to see if this program will be beneficial to the proposal you are submitting.
- 2.) Submit enclosed application form, and a proposal addressing all required scoring criteria.
- 3.) Enclose a copy of Tribal ID card.

**DEADLINE:** 5 pm August 30, 2019

**PROCESSING:**

- 1.) All applications and proposals will be reviewed for completeness. Applications are then assigned a review number and names are removed for confidentiality.
- 2.) Within two weeks after deadline the anonymous panel will review the proposals and determine the allocation of the funds. The review panel will consist of five LTBB Government Employees.
- 3.) All applicants will receive a letter of denial or approval.

**REQUIREMENTS:** Within six months of grant request approval and funding, a complete summary of activities and successful completion of application goals must be submitted to the Executive Office.

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**LITTLE TRAVERSE BAY BANDS OF ODAWA INDIANS  
SCORING PROGRAM GUIDELINES**

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**Scoring Process Defined:**

All submitted proposals for the funding cycles are required to be complete by addressing all required scoring criteria.

The applicant's membership will be verified by the LTBB Enrollment department. Prior to the Review board scoring of applications, all applicants must have favorable verifications of all components listed or they will be denied. Applications are assigned a number. Applicants can have their name removed from the application prior to being reviewed by written request by applicant, so then only proposal information will be revealed to the review board.

Within two weeks after the deadline, these proposals will be sent to a review board for scoring. There are five reviewers each reviewer assigns up to 100 points possible for each proposal as listed by scoring criteria section and provides comments. To be considered for funding, the proposal must receive a minimum of 60 points, or it is automatically denied. The reviewers score each application independently or as a group and submit their written determinations in a one-day session.

**Scoring Criteria:**

**Proposal Narrative**

The proposal narrative gives a clear understanding of the individual or group's request.

**30 Points**

**Budget**

Proposal includes a budget to indicate how much your service or activity will cost. Provide an itemized cost breakdown

**30 Points**

**Benefit to Tribal Community**

The proposal benefits the whole or portion of the Tribal Community based on the geographic location.

**25 Points**

**Management Ability**

Clearly demonstrate the ability to manage the activity or service. Verification of education, support team, and training or work experiences that would allow applicant to successfully complete this proposal.

**15 Points**



**LITTLE TRAVERSE BAY BANDS OF ODAWA INDIANS**  
**SMALL GRANTS APPLICATION**  
**(LTBB TRIBAL CITIZENS)**  
**REQUEST LIMIT \$500 INDIVIDUAL, \$1000 Group**

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The purpose of the small grants is to support Tribal citizens in their future endeavors with Educational purposes, community group activities, and individual activities that will be beneficial to Little Traverse Bay Bands of Odawa Indians citizen and the community.

Please circle one:                      **Individual**    **Group Request**

**Name:** \_\_\_\_\_  
(check will be issued to one individual; check will be in guardians name if under 18)

**Enrollment #:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_                      **State:** \_\_\_\_\_                      **Zip Code:** \_\_\_\_\_

**Contact Numbers:** \_\_\_\_\_

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All application and proposals will be reviewed by the Grant Review Panel. The Grant Review Panel maintains the privilege to alter the amount requested. The funds are limited by the availability of funding. **Parent, guardians name must be used if applicant is under the age of 18, if guardian is not a Tribal Citizens a W-9 form needs to be submitted with application.**

The following is not allowable funding: **Endowments, Debt Reduction, Wages and Benefits, Duplication of activities that will displace LTBB Program activities.**

Proposals must be received and completed by the grant deadline, or the proposal will be denied. A new proposal will have to be submitted before the next funding cycle. Proposals are accepted through the **mail** Attn Executive Office 7500 Odawa Circle Harbor Springs MI 49740, or by **dropping off** at the LTBB office or **email** smallgrants@ltbbodawa-nsn.gov. **Fax 231 242 1411**

If you have any questions contact, Julie Janiskee, in the Executive Office at (231) 242-1401 or by mail 7500 Odawa Circle Harbor Springs, MI 49740.

***SMALL GRANT PROPOSAL***

***NARRATIVE: (30 POINTS)***




***BENEFIT TO TRIBAL COMMUNITY (25 POINTS)***

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