

PLEASE READ THIS IMPORTANT INFORMATION CAREFULLY
CCT CHARITABLE CONTRIBUTION FUND
TERMS AND CONDITIONS

By completing, signing and submitting the application form, the Contact Person for the organization hereby assures and certifies that it will comply with CCT Charitable Contribution Fund (CCTCF) regulations and guidelines as stated in the grant application.

The Contact Person for the organization also assures that:

1. It possesses the legal authority to apply for a grant.
2. It will fulfill, to the greatest extent possible, all project tasks, goals, objectives, and expenditures stated in the award letter.
3. CCT Funds may not be expended for any other purpose without the prior written approval of the Colville Business Council. Any funds not expended for the purposes of the approved grant during the grant term of one year must immediately be returned to CCT.
4. The grantee must provide an annual evaluation report within one year of receipt of funds concerning the use of the grant funds including (1) a narrative account of what was accomplished by the expenditure of funds, (2) a detailed accounting of the expenditures and (3) photos of the activity.
5. Any copies of original publications directly resulting from the grant must be provided to CCT-Colville Business Council.
6. CCT may withhold further consideration of grant applications from the organization in the event that a report is not received in a timely manner, and may terminate the grant if the report is not received.
7. The grantee organization shall make reasonable efforts to publish and announce the award in a local media outlet. Documentation must be provided with the evaluation. Grantees are encouraged to acknowledge the support of CCT for their organization and to include the name "Confederated Tribes of the Colville Reservation Charitable Contribution Fund", on any printed and visual materials produced as a result of the grant.
8. All awarded funds must be spent within one year of the receipt date. Request to use unexpended funds beyond the one year date must be submitted to the Colville Business Council for review and approval. No unexpended funds may be expended without the prior written approval of Colville Business Council.
9. Any violation of the foregoing conditions will require the refund to CCT of any and all amounts subject to the violation.

GRANT RECIPIENT RESPONSIBILITIES

The CCT Charitable Contribution Fund grant recipient organization must:

1. Carry out all objectives and tasks as outlined in CCT Charitable Contribution application; to deviate from the stated objectives, a written request must be submitted to the Colville Business Council for review and approval.
2. Disburse all CCT Charitable Contribution funds in accordance with the approved budget submitted with the application and stated in the award letter. No deviation in the use of grant funds is permitted without prior written consent from the Colville Business Council.
3. Abide by all CCT Terms and Conditions.
4. Acknowledge CCT grant support on all public documents, press materials and public statements.
5. Photographs are **REQUIRED** to be submitted with the evaluation form. These should include photographs of the activity awarded. If equipment was awarded then photographs of that equipment, preferably in use, should be provided.

Non-compliance with any of the above responsibilities may result in the suspension or revocation of CCT Charitable Contribution grant funds and may render the organization ineligible for future grants.

Before submitting an application, please remember these important notes:

- A complete grant application on the approved form is **REQUIRED** for consideration.
- Do not use report covers, binders or folders of any kind.
- Please do not send video tapes, DVDs, CD-ROMs, books, etc.
- Postmark dates are not considered. Applications received after a deadline may be deferred to the next review cycle. Applicants are encouraged to submit applications early. Project dates must not occur prior to distribution of funds.
- Confirmation to the applicant will be sent via email to the contact person. If no email address is provided a postcard will be postal mailed to the address on the application.
- The length of the review process is at least 30 days.
- Grant funds are not awarded for past expenditures. Please plan your project and application accordingly.
- Save a copy of the application for your files before submitting the original via postal mail or email.