

Upper Clear Creek Watershed Association

Membership Support Fund and Community Support Project Fund Distribution Policy

PURPOSE

This policy is designed to create a set of guidelines for which the Upper Clear Creek Watershed Association (UCCWA) should take into consideration when evaluating approval or denial for funds requested from the *Membership Support Fund* and *Community Support Project Fund* line items in the Annual Budget. It will also provide a specific set of minimum application requirements for those seeking to request the funds. The ultimate purpose of this policy is to ensure that funds are allocated in a fair and reasonable manner that is in line with the mission and purpose of UCCWA.

MINIMUM REQUIREMENTS TO MAKE A REQUEST FOR FUNDS

1. Must be an active member of UCCWA for at least 1 year, with no more than 2 unexcused absences from the previous year.
2. A brief description of the project, a specific request amount and how the funds will be used. The description should also include how the request is in line with UCCWA's mission statement.
3. The submittal must be given to the UCCWA Secretary/Treasurer so that it may be distributed to the UCCWA membership for review prior to voting.
4. Any amount or portion of the fund may be requested; not to exceed what has been approved in the budget.
5. An application for request of funds must be made to the UCCWA Secretary by April 1st to receive funding available in the said year's budget.
6. If all funds, or a portion of the funds, are still available after the April 1st deadline, a second round of applications will be accepted. The deadline for application to receive any remaining funds available will be October 1st of the year the funding is available.

GUIDELINES FOR CONSIDERATION OF ALLOCATION OF FUNDS

1. Funds may be requested to address violations or compliance.
2. Funds may not be used to pay for fines or penalties assessed through enforcement.
3. Funds may not be used to pay for work already completed.
4. Funds may not be used to create a grant that will then be awarded out by the member to another organization or individual.
5. Funds may be requested for grant matching.
6. The "Small Projects Subcommittee" will review all applications and make a recommendation on approval or denial to the UCCWA Membership at the regularly scheduled May membership meeting. If a second round of funding is given out, the applications will be reviewed and a recommendation will be heard at the regularly scheduled November membership meeting.

FUND REPORTING AND VERIFICATION

1. Member awarded funds must provide membership with a written report on how funds were spent. UCCWA may request additional documentation such as shall include invoices, receipts, etc.
2. Report should be submitted to UCCWA Secretary/Treasurer within 90 days after completion of project.
3. Member shall provide a brief presentation to the membership on progress of project.