



Mohawk Council of Kahnawà:ke (MCK) Donation Policy

Policy Number: FAO-POL-001 Version Number: 3.00 Supersedes: MCK Donations Policy (V 1.00)	Policy Category: <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Operational <input checked="" type="checkbox"/> Public Services
Approved Date: 18 July 2022	Policy Owner: Chairperson, FAO Committee Governing Body: Council of Chiefs
Effective Date: 18 July 2022	Policy Author: Shotehra Rice, Organizational Development Technician
Review Cycle: 36 months to coincide with MCK election process	Inquiries: Administrative Assistant, FAO Committee
MCK Strategic Objective: MCK 2017/2018 – 2021/2022 Strategic Plan G6B	

1.0 Context

Objective

- 1.1 The objective of this Policy is to provide the Finance, Administration and Operations (FAO) Committee with decision making criteria to disburse funds in response to donation requests that are received on behalf of the Mohawk Council of Kahnawà:ke (MCK).
- 1.2 An additional objective is to provide guidance and support to the FAO Committee throughout the disbursement process.

Principles

- 1.3 MCK is responsible to properly and efficiently administer community funds on behalf of Kahnawa'kehró:non.
- 1.4 MCK is committed to supporting community members and community organizations through the donation of monetary and in-kind services, while respecting financial limitations.
- 1.5 The FAO Committee is mandated to oversee and govern administrative, operational and financial affairs on behalf of the MCK.
- 1.6 The use of criteria ensures an objective process.

Accountability and Transparency

- 1.7 FAO methods and criteria for the disbursement of public funds shall be accessible to community members to support transparency.
- 1.8 Transparency builds trust between the MCK and Community Members.
- 1.9 The communication of the disbursement process and community education supports accountability.



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Strategy

- 1.10 G6B is the PILLAR of Govern with a goal to ensure that financial resources are attained and controlled in a manner that allows for stability and sustainability, and an objective to enhance financial capacity. This Policy supports this goal and objective in the MCK Strategic Plan (2017-2022).

2.0 Application:

- 2.1 This Policy applies to the FAO Committee, and will be utilized when making decisions regarding donation and in-kind service requests.

3.0 Policy:

General

- 3.1 The MCK Donation Application Form must be completed and submitted to the attention of the FAO Committee.
- 3.2 Donation requests received via phone call, text message, email, letter (handwritten or typed) or by any other means of communication shall not be considered.
- 3.3 Donation requests will be reviewed by the FAO Committee for consideration when all pertinent information outlining the request has been provided.
- 3.3.1 An incomplete or missing Application Form will delay the review process as the FAO Committee requires all pertinent information prior to rendering a decision on the request.
- 3.4 Preference will be given to donations that benefit the Community as a whole.
- 3.5 Priority for approval will be given to Kahnawa'kehró:non and community organizations.
- 3.6 If numerous donation requests are received from the same organization or group throughout the fiscal year, the FAO Committee will cap the dollars at the maximum amount.
- 3.7 In-kind service requests will be referred to the appropriate body within MCK that is more closely related to the issue.
- 3.7.1 The appropriate body shall review and render a decision based on their ability to provide the requested service within operational constraints.
- 3.8 Requests relating to political or nation issues will be forwarded to the Council of Chiefs for review.



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Donation Criteria

- 3.9 A request for donation shall be considered using the criteria contained within the MCK Donation Application Form:
 - 3.9.1 Description of the individual (profile) or organization (mission)
 - 3.9.2 Explanation of project/event (Community benefit, target audience, pertinent dates, intended use of money, amount requested, etc.)

Financial Criteria

- 3.10 Maximum donation benefiting an individual or a limited number of community members: \$250 - \$500.
- 3.11 Maximum donation benefiting the community as a whole: \$500 - \$5,000.
- 3.12 Maximum donation for unique or special circumstances: \$500 - \$1,000.
- 3.13 Maximum donation for emergency circumstances: \$1,000 - \$2,500.

Intake and Processing

- 3.14 Funding requests shall be received by the FAO Committee on behalf of the MCK.
- 3.15 Applications must be addressed to the FAO Administrative Assistant.
- 3.16 The FAO Administrative Assistant will manage the intake of applications, including processing and follow up once a decision has been rendered.
- 3.17 Applications shall be received throughout the year and continue to be accepted while respecting financial limitations.
- 3.18 Applications must be submitted before the event and/or the date upon which the applicant requests the funding.
 - 3.18.1 In the event of an Exceptional Circumstance, or a Unique or Special Circumstance, the FAO Committee may expedite the review of an Application.
 - 3.18.2 In either case, a duly completed MCK Donation Application Form is still required to be submitted as part of the request.
- 3.19 The FAO Administrative Assistant will provide the applicant with a written response once a decision has been made by the FAO Committee regarding the request.

Reporting to the Community

- 3.20 A report of all donations approved by the FAO Committee shall be distributed to the community on a quarterly and annual basis.



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- 3.21 The MCK Donation Policy and MCK Donation Application Form will be accessible to the community upon request.
- 4.0 Consequences:**
- 4.1 The Council of Chiefs will address any non-compliance to this Policy.
- 4.2 If the MCK Donations Policy is not consistently applied, Community Members and MCK Employees risk undermining the principles of proper administration of Kahnawà:ke funds and resources.
- 5.0 Foundational Records and Documents:**
- 5.1 Finance, Administration and Operations (FAO) Committee Terms of Reference.
- 6.0 Definitions Abbreviations & Acronyms:**
- 6.1 **Donation:** Monetary contribution to an individual and/or non-profit organization (foundations, support groups, etc.) to support their activities.
- 6.2 **Emergency Circumstance:** Urgent, sudden, and serious event or an unforeseen change in circumstances that necessitates immediate action to remedy harm or avert imminent danger to life, health, or property. The applicant may be an individual or community group.
- 6.3 **FAO:** Finance, Administrative and Operations Committee.
- 6.4 **MCK:** Mohawk Council of Kahnawà:ke.
- 6.5 **Unique or Special Circumstance:** An unusual or exceptional occurrence or event of significant importance which warrants support by means of a donation.
- 7.0 Forms & Templates:**
- 7.1 FAO Request-For-Decision Form
- 7.2 MCK Donation Application Form
- 8.0 References:**
- 8.1 FAO Committee Terms of Reference – 12 April 2021
- 8.2 MCK Strategic Plan 2017/2018 – 2021/2022
- 8.3 FAO Procedures Document



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9.0 Signatories

Authority Signatures:

The signatures below signify that the content of this document has been reviewed for subject matter, Policy and quality compliance and is hereby authorized by the authorities identified below.

FAO Committee
Chair

A handwritten signature in blue ink, appearing to read "Lindsay Leborgne".

Lindsay Skaniatará:ti Leborgne

Date: August 2, 2022

MCK Executive
Director

A handwritten signature in blue ink, appearing to read "Onerahtókha Karlie Marquis".

Onerahtókha Karlie Marquis

Date: August 2, 2022