



# TULE RIVER CARES PROGRAM

## Policy and Procedures Manual

*(Adopted pursuant to Title 2, Chapter 14 – Tule River CARES Program Ordinance)*

### 1. Purpose

These policies and procedures are established by the **Tule River CARES Board of Directors** pursuant to the authority granted under the **Tule River CARES Program Ordinance, Title 2, Chapter 14 of the Tribal Government Code.**

The purpose of these policies is to establish procedures governing the review, approval, and administration of funding and sponsorships provided through the **Tule River CARES Program.**

These policies shall be interpreted consistently with the **Tule River CARES Program Ordinance, Title 2, Chapter 14** of the Tribal Government Code.

---

### 2. Program Overview

The Tule River CARES Program operates as a **IRC Section 7871 charitable program** of the Tribe intended to support community welfare through education, youth programs, community activities, and assistance to vulnerable populations.

Funding provided through the CARES Program may be used to support activities that promote the wellbeing of the community.

For purposes of the Program, “Community” means the Reservation and the immediately adjacent or surrounding areas, including lands, neighborhoods, or municipalities that maintain social, economic, or cultural connections with the Tribe, including, but not limited to, through employment with the Tribe or its economic entities, such as the Eagle Mountain Casino. Tulare County.

---

### 3. Eligibility for Funding

Funding or sponsorship through the CARES Program may be made available to:

- Individuals
- Families
- Community organizations

Applicants may receive funding only if **they have not received funding or sponsorship from any other Tribal organization during the same fiscal year.** (October 1-September 30)

---

## 4. Funding Limits

Funding provided under the CARES Program shall be subject to the following limits:

- **Individual funding:** up to **\$1,000 maximum**, depending on the nature of the request and available program funding.
- The Board retains discretion to approve **all or a portion of the requested amount**.

Funding approval shall always be subject to the **availability of funds within the CARES account**.

---

## 5. Eligible Activities

Funding may be provided for activities including, but not limited to:

- Educational activities
  - Participation in sports events or competitions
  - Youth extracurricular activities
  - Community participation events
  - Other activities that promote the general welfare of the community
- 

## 6. Application Requirements

Applicants must submit a **completed CARES Application Form** along with all required documentation.

Applications must include supporting documentation such as:

- Event flyer or event announcement
- Registration documentation
- Quotes for tickets
- Hotel reservations
- Vehicle rental quotes
- Registration fees
- Any other documentation demonstrating the purpose of the request

Incomplete applications may be denied or returned for correction. Applications received after the required submission deadline may be considered only at the discretion of the Board.

### **False or Misleading Information**

Any application containing false, misleading, or intentionally omitted information shall be immediately rejected upon discovery. Applicants found to have submitted falsified documentation, altered records, or misrepresented information in connection with the Tule River CARES (IRC 7871) Program shall be ineligible to reapply for program funding until the next Tribal Fiscal Year.

Submission of an application constitutes the applicant's certification that all information and supporting documentation provided is true, accurate, and complete to the best of their knowledge. The Board reserves the right to verify any information submitted and request additional documentation when necessary.

---

## 7. Application Submission Deadline

Applications must be submitted by email to: [TuleRiverCares@eaglemtncasino.com](mailto:TuleRiverCares@eaglemtncasino.com) no later than:

- **30 calendar days prior to the date of the event, deadline, or activity.**
- 

## 8. Application Review Process

The CARES Board shall review all applications during scheduled board meetings.

Funding decisions shall be made based on:

- Program eligibility
- Completeness of application
- Availability of funds
- Consistency with the purpose of the CARES Program

The Board may approve:

- Full funding
  - Partial funding
  - Denial of the request
- 

## 9. Funding Priority

If both an **individual and an organization** submit requests for the same activity, only **one request may be funded**.

Funding shall be considered on a **first-come, first-served basis**.

There is **no limit to the number of individuals or families funded for the same event**, provided funding is available.

---

## 10. Conflict of Interest

All CARES Board members must declare any **conflict of interest in accordance with Tribal policy**.

Any Board member with a conflict of interest shall:

- Disclose the conflict
  - Recuse themselves from discussion
  - Abstain from voting on the affected application
- 

## **11. Funding Source**

All CARES funding shall be administered through the **Tule River CARES Account**, which is funded by:

- Non-gaming revenue
- Fundraising efforts
- Tribal Council appropriations
- Donations made to the program.

Funds may only be used for purposes consistent with the CARES Program Ordinance.

---

## **12. Policy Amendments**

These policies may be amended by the **CARES Board of Directors**, consistent with the authority granted under the CARES Program Ordinance.