



NAVAJO PRIDE BENEFIT FUND GENERAL INFORMATION

I. Background

The Navajo Agricultural Products Industry recognizes the need to develop a process and procedures guideline to evaluate and select community projects to receive funding and to develop controls to account for the spending.

II. Navajo Pride Benefit Fund

This funding process applies to the Navajo Pride Benefit Fund (NPBF) for non-profit and education/community based organizations.

III. Categories and Allocations

The NPBF is allocated based on several categories, not to exceed \$5,000 per award, which will be disbursed by November 1.

IV. Workshop Session

To assist the community organizations, the Navajo Pride Benefit Committee will host an annual workshop on August 31 to present the NPBF allocation process and guidelines. All required documents will be provided at the workshop and are available online at www.navajopride.com/index.php/community/npbf/

V. How to Apply

All organizations seeking funding must submit a completed NPBF Application (pages 6 - 9) with all required supporting documents to the NPBF Committee by 4:30 p.m. on September 28. Submissions may be mailed, submitted electronically by email or hand-delivered to the attention of the Navajo Pride Benefit Fund Committee located at NAPI Headquarters, 10086 N.M. Hwy. 371, Farmington, N.M. 87401 or by mail, P.O. Box 1318, Farmington, N.M. 87499.

VI. Evaluation and Selection Process

The NPBF Committee will convene in October to evaluate and select proposals for funding using the established criteria and a prioritization matrix as explained below. The NPBF Committee will exercise due diligence during the review process to ensure the applicant is supported by the community and reputable by requiring the submission of a Federal W-9 and other supporting documentation. All project selection and awards will be made at the discretion of the NPBF Committee, and an application submission will not in any way create a right, entitlement, or contract for any applicant submitting a project proposal.

VII. Criteria

NAPI has developed a process and procedure guideline, which includes key criteria and community impact ratings to determine project eligibility and prioritization. The guideline will be used to evaluate all proposals for funding and will be annually reviewed for alignment with NPBF priorities and applicability.

VIII. Ineligible Activities for Funding

All contributions must comply with all applicable Navajo Tribal laws, rules, and regulations. The following activities will not be considered for funding:

- Political organizations or campaigns and contributions for elected officials.
- Religious organizations for religious purposes. Projects or activities implemented by religious organizations, which provide non-secular services to the general community are acceptable.

(Cont'd)

- Environmental Advocacy Groups to fund litigation or operating expenses.
- Recurring expenses caused by shortfalls in government funding. NAPI funds are not meant to replace government services and programs.
- Individual benefit including salaries, wages or fringe benefits. (Exception is Scholarships)
- Travel/travel-related expenses, including but not limited to: Air fare, bus tickets, meals, accommodation, mileage and car rentals not aligned with Federal guidelines.
- Entertainment costs associated with travel (e.g., tickets to events, etc.).

- Applications from government agencies for projects that do not directly benefit the community. It is particularly important that NAPI comply with the Navajo Nation Ethics in Government Law, 2 N.N.C. § 3741, et seq., which precludes corporate contributions to political candidates and generally, to tribal employees, elected officials, agencies, etc.
- Projects previously funded through the NTEC Community Benefit Fund.
- Organizations or Applicants who have received an award from the fund within the last (2) years.

IX. Navajo Pride Benefit Fund Categories

| Category | Description |
|---|--|
| - Education/Youth/Senior/Veteran Development | To provide scholastic and skill building opportunities and resources through development programs that enhances communities and society. |
| - Environment and Community Development - Capacity Builders | To promote, conserve and protect natural resources and related infrastructure for the benefit of future uses. |
| - Economic Development | To promote job creation and growth through unique techniques and innovative solutions. Improve social services area that improve communities. Promote areas of entrepreneurship along with ideas that directly impact economic development such as promoting small business. Promote efforts that develop and utilize a skilled competitive workforce and that could impact employment issues. Promote efforts that promote workforce development. |
| - Agriculture, Farming, Livestock - Energy, Sustainable, Renewable Projects - Health & Wellness | To promote the legacy of Navajo farming by promoting sustainability and creating a healthy nation. To promote sustainable projects in areas such as green houses, aqua-agriculture, irrigation, pollination, water management, soil conservation and composting. |



NAVAJO PRIDE BENEFIT FUND GUIDELINES

I. BACKGROUND

The goal of this document is to facilitate the selection and allocation of the Navajo Pride Benefit Fund (“NPBF”). The objective of the NPBF is to create sustainable, long-term value for Navajo Nation communities and to ensure lasting social, environmental and economic benefit. While NAPI operations provide the essential needs for communities today, it is crucial that the needs of future generations are not compromised and that they have the ability and financial resources to meet their needs.

NPBF is created to provide financial opportunities to eligible Navajo community organizations to support and promote our vision and mission of continuing the legacy of Navajo farming, practicing stewardship and creating value for our people.

The following guidelines apply to the application, determination and award of the NPBF.

II. ELIGIBILITY

The applicant must meet either of the following guidelines:

- 501(c)(3) non-profit organization or an IRS letter of determination;
- Approved education/community based entity with an existing operational budget.

The proposed project must provide a benefit to the Navajo Nation and Navajo membership. The proposed project must be completed by May 31 of the award year. All project selection and awards will be made at the discretion of the NPBF Committee, and an application submission will not in any way create a right, entitlement, or contract to any applicant submitting a project proposal for funding.

Awards from the program are limited to (1) per organization and/or applicant every (2) years.

III. SUPPORT PERIOD

Successful applicants will receive funding to support the applicant’s eligible project and must be completed by May 31 of award year.

IV. REPORTING AND EVALUATION

All successful applicants will be required to evaluate their project against objectives and key performance indicators quarterly for the funding period and submit a closing report.

Failure to abide by the NPFB process and procedures guidelines will disqualify the applicant from participating in future NPBF funding considerations.

V. PROGRAM PREFERENCES AND FUND CATEGORIES

The evaluation of applications will be at the discretion of the NPBF Committee in accordance with established guidelines and merit. Each application will be considered on its individual project qualities. Projects cannot be guaranteed full funding, regardless of their merit.

Overall, locally supported community projects that provide long-term sustainable benefits are preferred over those providing short-term relief. Projects must demonstrate that they will eventually become self-sustaining or will continue to provide benefits to the community after completion.

Preference will be given to projects that have a direct impact or strategic alignment with NAPI's vision and mission statements.

VI. FUND CATEGORIES

- Educational Financial Assistance
- Economic Small Business and Community Development
- Youth/Senior/Veterans
- Health and Wellness
- Energy, Sustainable, Renewable Projects
- Capacity Builders
- Agriculture, Farming, Livestock
- Environment

VII. INELIGIBLE ACTIVITIES

The following will not be considered for funding:

- Political organizations and campaigns of elected officials;
- Religious organizations for religious purposes;
- Government agencies for projects that do not directly benefit the community;
- Environmental Advocacy Group or their affiliates to fund lawsuits or operational expenses;
- Recurring expenses caused by shortfalls in government funding;
- Travel costs/ travel-related expenses not within federal guidelines;
- Requests that benefit an individual or small group of individuals;
- Incomplete or late applications;
- Projects previously funded through the NTEC Community Benefit Fund;
- Organizations or Applicants who have received an award from the fund within the last (2) years.

VIII. HOW TO APPLY

All funding requests will be made through an application with supporting documents that must be submitted to NAPI's Main Office. School programs must provide documentation of project approval from the school district. Navajo Chapter Applications must include a chapter support resolution to request the funds for the selected project.

IX. WHAT TO INCLUDE

1. Cover Letter
2. Navajo Pride Application with budget
3. Supporting documentation such as: Federal W-9, chapter support resolution, board resolution, or letter of approval for school programs.
4. As applicable: 501(c)(3) Articles of Incorporation or an IRS letter of determination; or an existing operational budget of the education/community based entity.

X. WHEN TO APPLY

Applications will be accepted starting July 31 with project awards being issued by November 1. All applications must be received in the NAPI Main Office by September 28 at 4:30 p.m.

XI. WHERE TO APPLY, OPTIONS

- Application can be obtained online at: www.navajopride.com/index.php/community/npbf/
- By email to: sldenetchiley@navajopride.com
- By mail to:
 - Navajo Pride Benefit Fund
 - P.O. Drawer 1318
 - Farmington, NM 87499
- Delivery in person to:
 - Navajo Pride Benefit Fund
 - 10086 N.M. Hwy. 371
 - Farmington, N.M. 87401
- Faxed submissions will not be accepted

XII. CONTACT FOR QUESTIONS

Shannon Denetchiley, Purchasing Manager
(505) 566-2600
sldenetchiley@navajopride.com

XIII. NOTIFICATION

All applicants will be notified of final decision regardless of outcome.



NAVAJO AGRICULTURAL PRODUCTS INDUSTRY (NAPI)
NAVAJO PRIDE BENEFIT FUND APPLICATION

P.O. Drawer 1318, Farmington, NM 87499 | Main: 505-566-2600 | Fax: 505-960-9458 | www.navajoprider.com

DEADLINE: SEPTEMBER 28

APPLICANT INFORMATION

ORGANIZATION NAME: []
ADDRESS: [] CITY: [] STATE: [] ZIP: []
EIN NO. [] DUNS NO. [] PHONE: []
PROGRAM/PROJECT NAME: []
CONTACT NAME: [] TITLE: []
EMAIL: []

SELECT CATEGORY OF PROJECT

- Agriculture, Farming, Livestock
Environment
Capacity Builders
Energy, Sustainable, Renewable Projects
Health & Wellness
Youth/Senior/Veterans
Educational and Financial Assistance

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. If this application leads to an approval for funds, I understand that false or misleading information in my application may result in ineligibility or disqualification.

Signature of Applicant Date

*** If more space is required in any field below, please attach a separate page with complete answer ***

SECTION 1. INFORMATION ABOUT THE ORGANIZATION

1a. What is the Mission or Vision of the organization?

1b. Provide a brief description of the organization's history.

1c. Provide a brief description of the services your organization provides.

1d. Describe your geographical service area and provide demographics of the primary beneficiaries including the demographics relating to services to Navajo people.

SECTION 2. INFORMATION ABOUT THE PROJECT

2a. Who will manage the project and contact for project manager?

2b. Give a brief description of the Project and how it will benefit the Navajo Nation and/or Navajo membership.

2c. List at least (2) project objectives.

1.

2.

Other:

2d. How will these objectives be measured?

1.

2.

Other:

2e. What is the time schedule for implementation and completion of the project (completed by May 31)?

2f. Describe how the benefits of the project illustrate Sustainability for the community or the Navajo Nation.

SECTION 3. FINANCIAL MANAGEMENT

3a. What is the total cost of the project?

3b. How much is being requested from the NAPI Community Fund for this fiscal year?

3c. List any other secured or potential sources of funding to be involved in your project including matching funds.

3d. Describe the in-kind support the organization will provide to the project.

3e. If the project is not fully funded, describe your organization's contingency plan.

SECTION 4. CONTRIBUTION ACKNOWLEDGEMENT

If your project is selected for funding, how do you plan to recognize Navajo Agricultural Products Industry's contribution?

SECTION 5. BUDGET

Attach a budget for the proposed project.

This budget should include planned expenditure related only to the amount of funding requested from the Navajo Pride Benefit Fund in question #(3b.) Do not include full organization budgets or audit reports.