**Notice:** This form must be completed by requestor and must accompany any document that is requiring the signature of Reservation Business Committee. Once completed, route documents to the **Administration Office**.

**BRIEF EXPLANATION OF DOCUMENT(S):** (**check all that apply**) **Details:**

 Continuation/Amendment  New Document  Grant  Resolution  Contract

 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COMMITMENTS:** Will this bind the Tribe to any commitments or restrictions that we must be aware of (monetary or otherwise)?  No  Yes, provide explanation for Legal Counsel review (required).

 Monetary  Manage Project  Otherwise\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LEGAL:** Does this document require an attorney to review before signing?

 **No, not required** (*SEND TO ADMINISTRATION*)  **YES** (*SEND TO LEGAL*)

 Date received by Legal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Reviewed/Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

  Indemnification Clause  Waiver of Sovereign Immunity?

  Forum/Choice of Law  Research Review Board Authorized

  Compliance with MCT Article VI & 1-65  Authorized Representative from Tribe

  Delegation of Authority to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Term of Contract

  Cancellation Clause  Consistent with Tribal Goals

Comments:

**NEED FOR DOCUMENT:**

 Reservation Business Committee Approval (Resolution or other formal RBC action)

 Document(s) need signature(s) from (**check all that apply**):

  Chair  Sec/Treasurer  Dist. 1 Rep  Dist. 2 Rep  Dist. 3 Rep  Tribal Atty  Exec. Dir.

  Div. Dir.  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNED DOCUMENT(S) NEEDED **NO LATER THAN**:

SIGNED DOCUMENT(S) SHOULD BE  **SENT TO**:  **WILL PICK UP**

Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GRANT INFO**:  Applying  Accepting  Spending  Funding Agency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Amount of grant $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Match Required? **(circle one)** No Yes  % of Match? \_\_\_\_\_\_\_\_\_\_\_\_

 Purpose? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dates Covered \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **REQUESTOR:**  | **DATE OF REQUEST:**  |
| **DEPARTMENT:**  | **DIVISION:**  |

**Requesting Signature: Date:**

**Division Director Signature (Required): Date:**

**WHITE EARTH RESERVATION**

**CHAIRMAN** Michael Fairbanks **SECRETARY-TREASURER** Michael LaRoque

**DISTRICT I** Henry Fox **DISTRICT II** Eugene Sommers **DISTRICT III** Cheryl “Annie” Jackson

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**MEMORANDUM OF INFORMATION**

DATE: October \_\_ , 2020 INSERT DATE

TO: White Earth RBC

FROM: (your name and dept/div)

RE: (description of attached document needing signature)

INSERT:

* What is the document that you want signed? Grant, Letter, Contract, MOU?
* The secondary party, if any, named in the document (grantor, contracted organization or individual, partner(s))
* Purpose of the document
* Relevant dates - 1, 3, 5, month or years or enter specific dates
* Etc. (Who, what, where, when, why – those should be answered)
* If it is a grant:
	+ Funding agency
	+ What will the grant provide to White Earth
	+ Amount of Grant
	+ Match required (yes, no)
		- If yes, amount of match - List $ AMOUNT
		- Cash or in-kind
			* If Cash, what is the source – Which program funding will it come from?
			* If in-kind, what will be used
	+ Dates covered by the grant
* If it is a grant and there was a resolution signed authorizing an application, attached that to the documents.
* If a resolution was not submitted and signed prior to the application, submit one with the signatory request. Please note, the Council may also ask for a resolution accepting the grant include $ amount.

Just a note: adjust the spacing so the address at the bottom of the memo is placed appropriately before printing.

***Basically a thorough summary- you can delete the above information to insert information***

P.O. Box 418 | White Earth, Minnesota 56591 | Tel. (218) 983-3285 | Fax (218) 983-3641