

**Chitimacha Tribe of Louisiana**  
**2023 Chitimacha Tribal Member Entrepreneurial Grant Guidelines**

**I. Program Purpose**

This Chitimacha Tribal Member Entrepreneurial Grant Program (“Grant Program”) is intended to assist the Chitimacha Tribal Members in their entrepreneurial endeavors and to broaden the economic horizons for our membership.

**II. Qualifications**

1. Pending budgetary constraints, the Chitimacha Tribe of Louisiana will provide start-up financial assistance, and existing business financial assistance, to enrolled Tribal members.
2. Each applicant must demonstrate, at a minimum, 51% ownership of the proposed or existing entity.
3. Before an award is issued, documentation from the Tribal Court must be presented to the Economic Development Committee, showing that the applicant is not in arrears on any Tribal obligation or to an official entity of the Tribe.
4. Applicants must be at least 18 years of age.
5. Applicants must complete the Grant Program Application package to be eligible to receive grant funding.
6. Applicants selected for a grant are not eligible to receive the grant award until they agree to and sign the Chitimacha Tribal Entrepreneurial Grant Agreement, which includes the Security Agreement that is part of that Grant Agreement.
7. All Grant Program participants must demonstrate their respective business acumen for use of the grant funds.

**III. Program Administration**

1. The Entrepreneurial Grant program will be administered by the Chitimacha Tribal Economic Development Committee.
2. All proposals shall be submitted to the Economic Development Committee for review and consideration. The Economic Development Committee will convene at its scheduled meeting, review of application, and determine if the application is complete.
3. The Economic Development Committee will determine if an applicant meets the Grant Program qualifications and determine the grant funding amount to be awarded.

4. A member of the Economic Development Committee who submits an application to receive a grant shall not review, consider, or make a determination on their own application because doing so is a conflict of interest under the Tribal Code of Ethical Standards. *See* Chitimacha Tribe of Louisiana Personnel Policies, Appx. G – Tribal Code of Ethical Standards, § C(4).
5. All Grant Program applications shall be turned into the Economic Development Committee by **August 21st, 2023, before 5:00 p.m.** Anticipated notification for funding approval, or decline, shall be on, or about, the 8<sup>th</sup> of September 2023.

#### **IV. Grant Restrictions**

##### **1. Expenditures and Use of Funds.**

- a. All proposed expenses must be submitted to the Economic Development Committee along with the completed application.
- b. Awarded Grant Program funds must be utilized for business start-up costs, inventory, or other pre-approved costs and/or fees associated with the business.
- c. The Awardee must spend Grant Program funds within ninety (90) days of the Award Date listed on the Grant Agreement.
- d. All expenditures must be pre-approved. The Awardee must submit a list of all pending purchases prior to making an expenditure. The Economic Development Committee will issue an approval, modification, or denial in writing to the Awardee. Once complete,
- e. Awardee must submit “**ORIGINAL**” and “**VERIFIABLE**” receipts to the Economic Development Committee for each approved purchase within **ninety (90) days** from the Award Date listed on the Grant Agreement (or another deadline established in writing by the Economic Development Committee).

An “**ORIGINAL**” receipt means credible documentation issued by the seller of the good or service that, at a minimum, identifies the date of sale, the good or service purchased, the total cost of the purchase, and the seller, A “**VERIFIABLE**” receipt means documentation of the sale that the seller can authenticate upon request.

- f. An Awardee must return any unused Grant Program funds to the Tribe within ninety (90) days of the Award Date listed on the Grant Agreement.
- g. Examples of proper uses for funds:
  - Legal formation and establishment fees of the company or entity.
  - Preparation of a thorough business plan.

- Pre-approved purchases of inventory or other items associated with business or entity.

## **2. Other Requirements.**

- a. The Awardee—not the Economic Development Committee or the Chitimacha Tribe—is responsible for tax obligations, consequences, business licensing, business requirements, or other requirements imposed by law related to the Awardee’s business operation.
- b. All Awardees must register their business with the Louisiana Secretary of State, or with the Chitimacha Tribal Courts.
- c. If the grant proceeds are not utilized for an approved purpose, the entire amount awarded under the Grant Program will be required to be returned to the Chitimacha Tribe of Louisiana as set forth in the Grant Agreement.
- d. All proposed business start-ups and existing entities that apply for and receive funding from the Grant Program shall conform to all Tribal Codes of Justice and approvals, as required.
- e. Grant funds cannot be used to reimburse expenditures made before the Award Date listed on the Grant Agreement.
- f. An Awardee **must submit** a quarterly report to the Economic Development Committee for a period of one (1) year after the Award Date.
- g. The Awardee must comply with all terms and conditions of the Grant Agreement.

## **V. Entrepreneurial Grant Funding Limitations**

1. Pending budgetary appropriations from the Chitimacha Tribal Council, eligible Tribal members may receive up to \$10,000 under this 2023 Grant Program.
2. Proposals shown to have the most economic impact on the local community will be given priority when making funding decisions.
3. Applicants are limited to one (1) application per calendar year.
4. Pending the Chitimacha Tribal Council funding constraints, it is anticipated that a total of \$30,000 per year, will be funded for the Tribal Member Entrepreneurial Grant Program with a maximum of \$10,000 per applicant.