Santiam Service Integration Funding Guidelines

Background information

Purpose: Each Service Integration (SI) team has access to discretionary team funds which come from a variety of sources, including Santiam Hospital, the local school district, and United Way. SI also welcomes financial donations from local faith entities, service clubs, and community organizations. These funds are intended to be used to fill gaps in necessary resources to meet locally identified needs and to develop a stronger community. The purpose of this document is to outline guidelines that can be used to help SI partners understand how team funds may be used.

Approval Authority: The team has ultimate approval on how to use team dollars. Team members are expected to be responsible and good stewards of the team funds. In order to make a funding request team members must complete the Online Funding Request form found here: https://app.smartsheet.com/b/form/553316b2545c480ab8be58077feb2553. The SI Coordinator is responsible for vetting the request prior to presenting it to the team for approval. For requests that are not urgent or time-sensitive, the request mustbe brought to a team meeting to allow team members to discuss the request, ask questions, and provide alternative ideas for meeting the need. All requests will be submitted to the team for approval via e-mail using Smartsheets. For a request to be approved there must be a majority 'yes' vote from the team. Voting is done through Smartsheets for a variety of reasons. The online program allows for numbersand percentages for each funding request, which helps with program data tracking. In addition, team members are able to leave comments for each request. This is helpful for team members who missed a team meeting and still want to provide input and suggestions on the request.

Partner Advocates: Partner agencies can advocate on behalf of an individual or entity by presenting a request to SI. As the team dollars are intended to be used as a last resort, partner agencies are expected to have attempted to identify other ways to meet the need before bringing the request before the team. In situations where other agencies or partners are able to contribute to a need but their support does not meet the whole need, SI dollars may be accessed to help leverage the solution. Payment cannot be issued without proper receipts or documentation of the purchase.

Funding Guidelines

Team dollars are intended to be requested when there are no other options to meet a need, or other options do not cover the full expense. Dollars are also intended to be used to meet one-time needs and every situation is unique and different. Funding requests are situation-dependent, but not typically more than $300. Solutions most often supported by Service Integration are focused on resolving locally identified needs through the following categories:

- **Basic Needs:** Food, clothing, and personal items
- **Community Development:** Community events and activities
- **Education:** Classes, tuition, fees, literacy programs for adults or children
- **Extra-Curricular:** Fees, materials, or clothing needed for participation in an extracurricularactivity
- **Health:** prescriptions, co-pays, transportation to medical appointments, dental, etc.
- **Supplies:** Goods or equipment necessary to carry out activities or programs
- **Urgent Needs:** Emergency housing or utility assistance
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Youth Development: Leadership/learning opportunities not part of regular school programs

Service Integration Funding Guidelines Continued…

Measurable Outcomes: Service Integration funds should be focused on meeting needs that can provide some measurable outcomes (whether big or small). General outcomes measured typically include:

- A specific individual or family need is met which positions the individual/family to be more self-sufficient or to prevent them from losing a home, energy, or utilities. **As funds are intended to meet one-time needs, partner advocates are asked to demonstrate why those they advocate for are unable to pay for these needs themselves as well as how they intend to meet these needs in the future.** For example, an individual may need help paying for medication, food, or rent between being hired on at a new job and receiving their first paycheck.
- A class/test is taken (ex. GED Test)
- Community knowledge of and access to resources is increased at community events.
- A youth participating in an event or extracurricular activity they would not otherwise be able to.

Service Area: Funds are intended to be used to serve individuals/families that live in, attend school, or otherwise participate in the community within the team's catchment area. It is up to the discretion of the team to determine if an individual/family is within their service area.

Conditions: Service Integration funds are not intended to be used in the following ways:

- To pay legal fees or fees/payments related to divorce, custody issues, record expungement, etc.
- To pay towards personal assets (e.g. mortgage payment, property taxes)
- To pay an individual or family directly. Funds must be paid to an organization, business, or as a reimbursement to a partnering agency.
- To fund items or services that provide or promote alcohol, tobacco, or other drugs; social injustice; or a for-profit business.
- To fund ongoing projects, services, or needs.
- To serve as a sustainable funding source for a whole entity, organization, or program. The dollarsare not intended to fund already existing programs.

In some cases, the team may decide to put funding towards other areas to free up an individual's/ Family's funds for needs Service Integration does not cover. For example, the team may pay an electricbill to free up some of the family's funds to go towards a legal fee for the client.