

# Raymond T. Cole Fund

## Proposed Plan

Presented to 46<sup>th</sup> District Democrats – August 20, 2009

### Background:

- Raymond T. Cole, a Treasurer of the 46<sup>th</sup> District Democrats for a number of years during the 1990s, left \$60,000 to the 46<sup>th</sup> District Democrats.
- The District has received \$60,000 from the Cole estate; a small additional remainder may arrive once the estate is finally settled.
- 46<sup>th</sup> District Democrats have established the **Raymond T. Cole Committee** to serve as Fund Administrator. Chair Chad Lupkes appointed the following members to serve on the Committee:

*Jan Ames, Pat Emerson, Kathryn Lewis, Chad Lupkes, Betty Means,  
Janet Miller, Stan Moffett, Jason Sawatzki, Javier Valdez, and Mariah Voutilainen.*

- At its first meeting on May 18, 2009, the Committee elected Jan Ames as Chair and Chad has officially appointed her to that position.
- The Committee has adopted **guiding principles** by which to administer the Fund, an initial **fund allocation, criteria** and a **committee evaluation process** for recommending projects, and a **timeline for the proposal evaluation process**.
- The District Executive Board reviewed and approved the plan at its August 4 meeting and recommends the following for membership approval.

### Guiding Principles:

- The Fund will seek to honor the values of Raymond T. Cole: **Education, Ethics, 46<sup>th</sup> District Democrats**.
- The Fund will be used for special projects and opportunities, and not for items or projects normally covered in the 46<sup>th</sup> District Democrats annual operating budget.
- The Committee will establish a transparent and fair, yet flexible and non-bureaucratic, process to administer the Fund; determine criteria against which to evaluate funding proposals; and establish and follow a standardized proposal and evaluation process.
- The Fund will be administered separately from the 46<sup>th</sup> District Democrats normal operating budget but will be contained within the overall budget.
- The Committee will recommend funding of proposals to the 46<sup>th</sup> District Executive Board. Committee recommendations must be approved by the general membership at a regular meeting of the 46<sup>th</sup> District Democrats.
- The Committee will provide progress reports to the 46<sup>th</sup> District Democrats.
- The Fund will be administered with full compliance with PDC, IRS, and other legal regulations.

## **Initial Funding Categories & Allocation:**

- The categories of projects that will be considered for funding initially include:
  - Fundraising: projects that will recoup the grant amount (or a major portion thereof), with the idea that the Fund be restored. Any proceeds above and beyond restoring the Fund from the event may either be returned to the Fund or deposited in the 46<sup>th</sup> District Democrats general budget.
  - Capital Projects: e.g., purchasing a sound system for the District
  - Organization-Building: e.g., initiating a grade school program to foster civics and activism, providing scholarships for LD members to receive training in areas of activism and the political process
- The Committee may grant up to \$10,000 of the fund by the end of 2010. The remainder will be invested in low-risk investment vehicles with rolling maturation dates.

## **Criteria**

*The Cole Fund uses the following criteria as a measure in deciding which projects to support. Projects are not required to meet all criteria.*

All Projects will be consistent with the vision, values, and platform of the 46<sup>th</sup> District Democrats

### **The Project . . .**

1. Results in real improvement in people's lives and our communities
2. Builds the 46th Legislative District through enhanced reputation, more members and volunteers, new allies
3. Gives people in the 46th Legislative District a sense of empowerment and energy toward activism
4. Builds leadership or organizing skills of 46th LD members
5. Builds 46th LD's relationship with other Party/community groups
6. Is 'doable' within the projected timeline and has a high likelihood of success
7. Is non-divisive among members of the 46th District Democrats
8. Has costs that can largely be recouped

For reporting purposes to members of the 46<sup>th</sup> District Democrats, all applicants funded by the Raymond T. Cole Fund will **be required to provide Quarterly Reports** and a final **Outcomes Summary** to the Fund Administrators at the conclusion of the project.

## **Proposed Timeline**

### **Round One:**

August 20, 2009	Cole Fund Administrators present proposal to 46 <sup>th</sup> General Membership
August 21, 2009	Opening of Application Process (Letters of Intent)
Sept 30, 2009	Deadline for receiving Letters of Intent
Oct. 7, 2009	Deadline for Committee to notify applicants that Fund is/is not interested in receiving Grant Request Application
Oct. 21, 2009	Deadline for Committee to receive Grant Request Applications
Nov. 3, 2009	Cole Fund presents recommendations to 46 <sup>th</sup> E-Board
Nov. 19, 2009	46 <sup>th</sup> General Membership votes on grant allocations
Nov. 30, 2009	Deadline for Committee to notify all applicants and to fund those that are approved.

### **Round Two:**

December 1-31, 2009	Application Process (Letters of Intent)
February 28, 2010	Estimated deadline for notifying & funding successful applicants

Once successful grant applicants have been selected, a Fund Administrator will be assigned to each project to serve as advisor and liaison.