



## **Grant Application and Reimbursement Process for Wards**

**Prepared By DPBC Finance Committee: (Updated 10/23/2023)**

**Up to \$200 in reimbursements are available to wards and precincts for approved activities sponsored and executed by them in support of Democratic causes — such as getting out the vote, community building, voter registration drives, and other activities that help get Democrats elected. Precinct level activities should be coordinated with the applicable ward, and the chair will be responsible for submitting paperwork. An individual ward may apply for more than one grant in a calendar year, but the maximum per grant is \$200.**

**DPBC is a registered entity with the NM Secretary of State with strict guidelines on reporting every financial transaction. Funds cannot be reimbursed unless all the documentation is received, reviewed, and accepted.**

### **Application**

**Submit an Application Form to the Finance Committee member assigned to your ward, listed below, for review and approval. The form explains the purpose, offers details about plans and responsibilities, and outlines expected results. It must be submitted at least three weeks in advance of the event to ensure time to review the details and, if necessary, contact the requester when there are questions.**

**If multiple wards choose to collaborate, a central contact person must be identified who will submit Application Forms for each ward and interact with the Finance Committee.**

**Your Finance Committee member will work with you to resolve any questions and let you know if it is approved.**

### **Sponsorship**

**A DPBC Grant should be considered a Sponsorship. To help create awareness of the DPBC, and the DPBC Grant, recognition should be given, where appropriate. For example, if a Grant is used to provide food for an event, notices of the event should state: Food sponsored in full by a DPBC Grant. Or "...sponsored in part..." if the Grant only pays for part of the food. If you have other sponsors (co-sponsors) of your event/expense, please indicate that on the Application Form. A sponsor is a person or entity who is helping to pay some expenses, provide support, including advertising, or provides in kind goods or services, such as food, paper for postcards, musicians, etc. The co-sponsors should also be recognized and listed in acknowledgements, unless a sponsor wants to remain anonymous.**

## **Collaboration with Other Organizations**

It is permissible to apply for a Ward Grant when the Ward or group of Wards would like to jointly host an event with another organization. In this situation, approval of the proposal is contingent upon meeting all of the following criteria:

- A representative of the co-sponsor organization and the DPBC Ward Chair(s) must schedule a meeting with the Finance Committee to review the event plans at least four weeks in advance of the event. Information about the co-sponsor should also be noted on the application form.
- This meeting will include a discussion of the projected costs, details of the amount financed by the other organization, and the amount requested by the Ward Chair or Chairs.
- If a financial commitment is made by DPBC, all communication of the event via flyers, social media, etc. must recognize DPBC as a co-sponsor.

## **Reimbursement**

Following the event or activity, the sponsoring Ward Chair or group designee should submit Reimbursement Form(s) describing the activity in detail and any benefits that were accrued, along with documentation of actual expenses. If an invoice is issued instead of a receipt, as some vendors do, the vendor should indicate that the invoice has been paid by cash, check, or credit card.

**Allowable expenses: (examples only; not an exhaustive list)**

- Rental fees for use of a pavilion in a city park
- Purchase of food and beverages for a picnic event (no alcohol)
- Supplies for signs, clipboards, printer paper, etc.
- Rental of sound equipment, purchase or rental of tables, tents, etc.
- Hiring a band, motivational speaker, or interpreter (contract required)
- Postcards or other get-out-the-vote mailed literature that does not specifically endorse any candidate. Postcards or literature announcing an event where candidates will appear are allowed, but campaign literature is not included.
  - Example of acceptable postcard: "join us for Ward XXX's Summer in the Park event with Rep Javier Martinez, and others on May 19, at 4 p.m.. Hot dogs and beverages provided!"
  - Example of unacceptable postcard: "Senator Julie is the most qualified candidate for district xxx because....."
- Purchase of radio ads, billboards, newspaper ads, etc. that are not candidate-specific.

**Disallowed expenses: (examples only; not an exhaustive list)**

- Direct contributions to candidates or their PACs
- Purchases of candidate-specific advertising material.
- Purchases of alcohol (events may have alcohol), but you may not use grant money to purchase it. Note that any event on city property needs a city-issued alcohol permit. Costs of such permits are not reimbursable.
- Payment for labor to work an event (only volunteers may work events)
- Purchases of office equipment (computers, printers, etc.) See DPBC leadership if you need these items.

## Payment

Following approval of the documentation, the Finance Committee will issue a check for a maximum of \$200 for each of the participating wards or precincts. The check will be mailed to the person and address listed in each Application and should be received in 7-10 business days.

### Finance Committee Members and Assigned Wards:

- Wards — 15 A, B, C, D and E; 24 A, B, C and D; 25 A, B, C and D; 27 A, B, C and D; 30 A, B, C, and D; 31 A, B, C, and D

Kathy Economy: [katecono@gmail.com](mailto:katecono@gmail.com)

- Wards — 10 A, B and C; 11 A, B, C and D; 12 A, B and C; 13 A and B; 14 A, B and C; 18 A, B, C and D; 25 A, B, C, and D

Sally Hebert: [shebert@unm.edu](mailto:shebert@unm.edu)

- Wards — 16 A, B and C; 17 A, B and C; 26 A, B and C; 29 A, B and C; 68 A, B and C

Nick Harrison: [nick.new.mex@comcast.net](mailto:nick.new.mex@comcast.net)

- Wards — 19 A, B and C; 20 A, B and C; 21 A and B; 22 A and B; 28 A, B, C and D

Paul Timpane: [treasurer@bernalilloedems.org](mailto:treasurer@bernalilloedems.org)