

REDWOOD COAST DEVELOPMENTAL SERVICES CORPORATION
CLIENT BENEFIT FUND POLICY

1. The Redwood Coast Developmental Services Corporation, Inc. is the trustee of the Client Benefit Fund (CBF).
2. The Client Benefit Fund is deposited in two equal portions in the Humboldt Area Foundation and in the Community Foundation of Mendocino County. Each Foundation will maintain a minimum balance of \$20,000.00 to honor the substantial donation of \$40,000.00 by the Earl True Trust Fund in 1993.
3. The remainder of the fund above the maintained minimum balance and the income on the principle will be available to clients of the Redwood Coast Regional Center upon RCDS Board approval of a grant request.
4. The Fund is designated for individuals with developmental disabilities in Humboldt, Mendocino, Lake and Del Norte counties who are clients of the Redwood Coast Regional Center. All clients of Redwood Coast Regional Center shall have access to this fund via a grant request form, available from the Service Coordinator.
5. The purpose of the fund is to improve the lives of the people who are clients of the Redwood Coast Regional Center through small, individual grants for needs that cannot be met through any other existing program or agency. Some of the possible creative uses of the individual grants could include specific housing needs, one-time moving needs, and start-up seed money for programs fostering independence in life-skills, recreational skills and/or housing. It may be used for extraordinary personal need; but no monies will be reimbursed.
6. All requests will be considered as long as there are no other funds available for the same purpose. Other types of government, insurance, or generic funding must be pursued first by the client or his/her Service Coordinator or representative. The vigorous pursuit of other funding sources must be documented on the grant request form.
7. Two grants may be awarded each cycle from each Foundation. No more than \$400 per Foundation will be awarded each cycle. An individual client may make one request per grant year. A grant request could be less than \$400.00 but could not exceed this maximum amount.
8. Money granted but not picked up within 90 (ninety) days of the date approved will revert back to the fund.
9. The Board Committee will have two open application months (two cycles) per year – February and June. Grant request forms, completed in part by the Client and in part by the Service Coordinator, will be forwarded to the RCRC Executive Assistant. The RCRC Executive Assistant will forward the requests to the committee members at the end

of February and June. The committee will accept applications only during these two months. The committee will meet before the March and July board meetings to make their decisions on the requests. The RCDSC Board will vote on the recommendations of the committee at the March and July Board meetings, and approved funds will be disbursed in March and July.

The CBF Committee will contact applicants regarding the status of their request following the March and July board meetings.

Attachment (CBF Request Form – Rev. 9/14/13)
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