

**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 the Humboldt Area Foundation, which will maintain a minimum balance of \$40,000.00 to honor the substantial donation of \$40,000.00 by the Earl True Trust Fund in 1993.
3. The Board of Directors may grant an award outside the designated grant cycle when it is for the benefit of a significant number of clients. This action will be considered as bulk purchases which has been identified to benefit and support the lives of clients. To support the bulk purchase, a grant may be awarded to a service provider who will then purchase the items on behalf of these identified clients. The grants are to support special pricing to support the greatest number of clients.
4. 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 RCDSC Board approval or a grant request.
5. 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 from, available from the Service Coordinator.
6. 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 by extraordinary personal need; but no monies will be reimbursed.
7. 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.
8. The total annual spending policy is 4% of the average total fund balance over the last 4 years as determined on September 1. This formulation follows the UPMIFA (Uniform Prudent Management of Institutional Funds Act) and create slow growth while maintaining the principle.

9. The board of directors is advised to review this policy should the fund balance become less than \$70,000 or greater \$100,000.
10. The Board Committee will have two grant cycles per year – February and June. Grant request forms, completed in part by the Client and in part by the Service Coordinator, can be submitted at any point in the year 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 meet before the March and July board meetings to make their decisions on the requests. The RCDSB Board will vote on the recommendations of the committee at the March and July Board meetings, and approved funds will be distributed in March and July.
11. An individual client may make one request per grant year. Each grant request must be less than 50% of the total amount in that grant cycle. Money granted but not picked up within 90 (ninety) days of the date approved will revert to the fund.
12. The RCRC Executive Assistant or the Committee Chair will contact applicants regarding the status of their request following the March and July board meeting.

Attachment (CBF Request Form – Rev. 6/2020)