

# Mt. Angel/Silverton Task Force

## Funding Process

1. An email is sent to the Task Force list to inquire about possible solutions to meet the need(s) of the community member. The email should include a vague description of the need to honor confidentiality. Once all resources are exhausted, then Task Force funding is considered as a last resort.
2. Please review the Funding Guidelines to ensure the request aligns with the Purpose, Funding Categories, and Conditions of Task Force funding prior to completing the Funding Request Form.
3. Obtain a signed Release of Information from the community member to submit a request on their behalf to the Task Force.
4. Gather all required documents to include with the funding request (i.e. utility bills, rental agreement, property management ledger, W-9, etc.).
5. Submit a funding request using the fillable pdf to [taskforce@silvertonareacommunityaid.org](mailto:taskforce@silvertonareacommunityaid.org).
6. If the request is urgent (needed within 24-72 hours) please contact the SACA Representative. The SACA Representative will vet the request and send it out to the Task Force via email for review.
7. If the request is not urgent, you will present the funding request at the next Task Force meeting. At the Task Force meeting, you will give an overview of the situation to include barriers, what resources have been attempted, and how approval of the funds will benefit the household.
8. After the Task Force reviews the request, consensus will be sought using a Google form link via email. The SACA Representative will let you know once the request has been approved.
9. Once approved there are a few options for purchasing items:
  - a. **Option #1:** Purchase the item(s) and submit the original itemized receipt for reimbursement within 30 days of your purchase. SACA staff must receive original itemized receipts in order to reimburse the purchase. Submit receipts and/or invoices:
    - i. by email to [taskforce@silvertonareacommunityaid.org](mailto:taskforce@silvertonareacommunityaid.org)
    - ii. coordinate a time to drop off a receipt by email (listed above) or by phone at (503) 873-3446
  - or**
  - iii. by mail to:

Mt Angel/SilvertonTask Force, c/o SACA  
1030 N 1st St, Suite A  
Silverton, OR 97381
  - b. **Option #2:** Have the store or business create an invoice or purchase order for the items and deliver, email, or mail it to SACA staff. Once SACA staff receive the invoice or purchase order, they will process a check for the approved amount and either mail or deliver the check to the business or your agency.
  - c. **Option #3:** SACA staff may use a SACA credit card to purchase online orders to be delivered to the requester.

- d. **Option #4:** If the above three options do not work for purchasing the requested item(s), then please contact SACA admin staff to discuss how to go about making payment.

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