



Lane County Human Rights Advisory Committee

GUIDELINES FOR COMMUNITY REQUESTS FOR SUPPORT

Funding Authority and Purpose

The Human Rights Advisory Committee may spend public money to promote its purposes and activities. Its authority to spend public money is subject to: 1) Oregon laws; 2) Lane Manual/Administrative Procedures Manual; 3) County budget constraints; and 4) County Administrator approval.

The Committee's activities and purposes are to:

- Help the County provide equal opportunity for all its citizens
- Work to eliminate discrimination
- Monitor the status of civil and human rights in the County
- Make recommendations to the County Commissioners in human rights areas
- Support and provide programs and services that help eliminate discrimination and improve human relations, and work with other community groups and public agencies in these efforts.

Funding Approval Guidelines

The Committee's authority to spend public funds allows it to consider only requests that meet the following guidelines:

Purchase of a product or service

State law prohibits the County from "giving" money to another organization, regardless of the worthiness of its purpose. The Committee may consider purchasing a specific product or service, such as a brochure or workshop, as long as the product or service is: 1) related to the Committee's own purposes and work plan; and 2) clearly benefits the County organization.

Compliance with Committee and Board of County Commissioners' (BCC) goals and policies

The County cannot purchase a product or service whose provision would conflict with the County's goals, policies and stated positions. Spending public tax money for a service puts the County on record as supporting that service. The Committee may not sponsor events whose other sponsoring groups and organizations are incompatible with the goals and purposes of the Committee and BCC. The Committee does not sponsor events that are not open to the public or that are strictly fund-raising events. The Committee does not support events held in locations on the Lane County Labor Council's Unfair Labor Practices List.

Accessibility

Committee bylaws require that any event it sponsors must be fully accessible. Facilities should meet Americans with Disabilities Act standards and sign interpretation and assisted-hearing devices should be provided, if requested. Wheelchair access and the availability of interpretation and hearing devices should be included in advertisements for the event.

Levels of Support

Endorsement

The Committee may endorse specific events whose values it supports, but to which it does not contribute money. The Committee's name may be used in advertising for these events. A short application for this level of support must be submitted to the Committee prior to use of its name.

Support

The Committee may provide up to \$250 for events that meet the guidelines. The purpose of these events must be aligned with the Committee's mission and goals. If possible, a Committee member should participate in the planning process and the Committee should have an information table at the event.

Advocacy

While the guidelines for spending public funds are strict for legal reasons and the County's protection, the Human Rights Advisory Committee and committee members, as individuals, are free to express their opinions and to advocate any position they choose.

Timeline for Application

1) Application for Funds or Endorsement must be received no later than the third Monday of the month prior to the event. Organization/individual submits completed Application for Funds or Endorsement forms to:

Lane County
Human Rights Advisory Committee
Human Resources
125 East Eighth Avenue
Eugene, OR 97401-2926
(541) 682-3153, Fax: (541) 687-7499

- 2) Application is forwarded to the Human Rights Advisory Committee for review.
- 3) Committee evaluates requests according to guidelines for approval or denial at the next Committee meeting (fourth Monday of every month). A representative of the requesting group is encouraged to be present at the meeting.
- 4) Full Committee considers the request and votes to approve or deny the request. If approved, the Committee decides on the amount to be provided, based on the funding policies.

- 5) Within seven days following the Committee meeting, the HRAC staff liaison notifies applicant of the Committee's decision, completes required forms authorizing the expenditure, and makes arrangements for a check to be prepared. Funds are available according to accounts payable timelines. If a submission deadline is met, checks may be ready in about a week. Depending of what part of the accounts payable cycle the request is made, checks may take two to three weeks before being available. Checks are usually mailed to the name and address listed in the Application for Funds form or recipients may make arrangements to pick up the check from Personnel Services.

- 6) Within one month of using the funds, the applicant provides a follow-up report to the Human Rights Advisory Committee that includes information about the planning process, number of participants, ways the event succeeded, and how it could be improved in the future.