

Manh Choh Community Fund

Fund Advisory Committee (FAC) Application Packet

Position Description • Application

Application Period

July 31, 2026 through August 27, 2026

Questions? Contact the Manh Choh Community Fund Team at
grants@manhchohcommunityfund.org

Application Packet Overview

This packet is intended to support an open, transparent, and consistent recruitment process for the Manh Choh Community Fund Advisory Committee (FAC). It includes:

- A position description explaining the purpose, responsibilities, qualifications, time commitment, term, geographic representation expectations, and conflict-of-interest requirements associated with FAC service.
- An application form for interested community members.

Important Geographic Representation Information

The Fund Advisory Committee (FAC) is organized around **eight geographic representation areas** within the Manh Choh benefit footprint, designated by FAC Seats. Each geographic representation area will have **two appointed committee members** to help ensure continuity of representation. Following the appointment process, one appointee will be designated as the **Primary Representative** and the other as the **Alternate Representative**. These designations will be made after appointments are finalized and are **not part of the application process**. A map and the final names and descriptions of the eight FAC Seats can be found in FAC Position Description Section F. Geographic Representation and FAC Member Application Section B. Geographic Representation Area.

Part 1. FAC Position Description

A. Manh Choh Community Fund Advisory Committee

The Manh Choh Community Fund Advisory Committee (FAC) is a dedicated grantmaking committee that helps steward the Manh Choh Community Fund. The Fund was established to provide a lasting source of support for priorities, programs, projects, and initiatives that strengthen community well-being and sustainable socio-economic development throughout the Manh Choh benefit footprint.

B. Purpose of the FAC

The FAC guides the Fund's community grantmaking process. Members review and score eligible grant applications, participate in committee discussion, and recommend funding awards. Through this work, the FAC helps ensure that grantmaking decisions are fair, transparent, responsive to community priorities, and aligned with the Fund's mission and guiding principles.

C. Fund Focus Areas

The Fund supports community benefit in six focus areas:

Community Health and Well-being – Healthy People: Mental and emotional wellness; elder care and aging support; family and community safety; substance use prevention and recovery; basic needs and crisis support.

Educational Opportunities – Learning and Youth: Student activities; athletic activities; lifelong learning and skills training.

Environmental Protection and Conservation – Land and Stewardship: Stewardship of land, water, fish, and wildlife; environmental education; conservation activities.

Cultural Enhancement and Historical Preservation – Culture and Heritage: Language and arts activities; cultural practices; intergenerational knowledge.

Economic Development – Local Livelihoods: Tourism activities; entrepreneurial and small-business efforts; income-generating community initiatives.

Infrastructure Improvements – Community Assets: Community facilities; equipment; capital items that serve a public benefit.

D. Committee Responsibilities

- Review all eligible grant applications assigned to the FAC.
- Independently score applications using the Fund's adopted evaluation criteria.
- Participate in committee discussions about applications and community benefit.
- Recommend grant awards through the established decision-making process.
- Consider the needs, opportunities, and potential benefits of projects across the entire Manh Choh benefit footprint, not solely the geographic area the member represents.
- Apply published evaluation criteria consistently, fairly, and objectively.
- Maintain the confidentiality of applicant information and committee deliberations.
- Disclose actual or perceived conflicts of interest and recuse from scoring, discussion, or decision-making when appropriate.
- Participate respectfully and constructively in FAC meetings and deliberations.
- Help uphold the integrity, transparency, and accountability of the Fund's grantmaking process.

E. Desired Qualifications

FAC applicants should:

- Be at least 18 years of age.
- Live within, work within, or have a strong and meaningful connection to the geographic representation area they are applying to represent.
- Demonstrate integrity, fairness, sound judgment, and a commitment to serving the broader public interest.
- Have the ability to objectively review and evaluate grant applications.
- Be comfortable discussing applications and funding recommendations with other committee members.
- Understand or be willing to learn about the communities, needs, priorities, and opportunities throughout the Manh Choh benefit footprint.
- Be willing to consider regional and community-wide benefit, including situations in which needs and priorities differ among communities.
- Be willing and able to disclose conflicts of interest and follow recusal requirements.
- Be able to participate in virtual meetings, complete independent review work, and attend an annual in-person meeting when scheduled.

F. Geographic Representation

The FAC is intended to reflect the Manh Choh benefit footprint as a whole while maintaining equitable representation across eight geographic representation areas (see Figure 1), which correspond to eight FAC Seats. Each FAC Seat will have **two appointed FAC members**, providing continuity of representation for that area. Following the appointment process, one member will be designated as the **Primary Representative** and the other as the **Alternate Representative**. These designations are made after appointments are finalized and are not part of the application process.

If a Primary Representative is unable to attend a meeting or must recuse themselves due to a conflict of interest, the Alternate Representative may participate in their place to ensure the FAC Seat continues to be represented. Applicants should select one FAC Seat and describe their connection to that area. Appointments will consider geographic representation, community involvement, experience, perspective, and the overall balance of the committee.

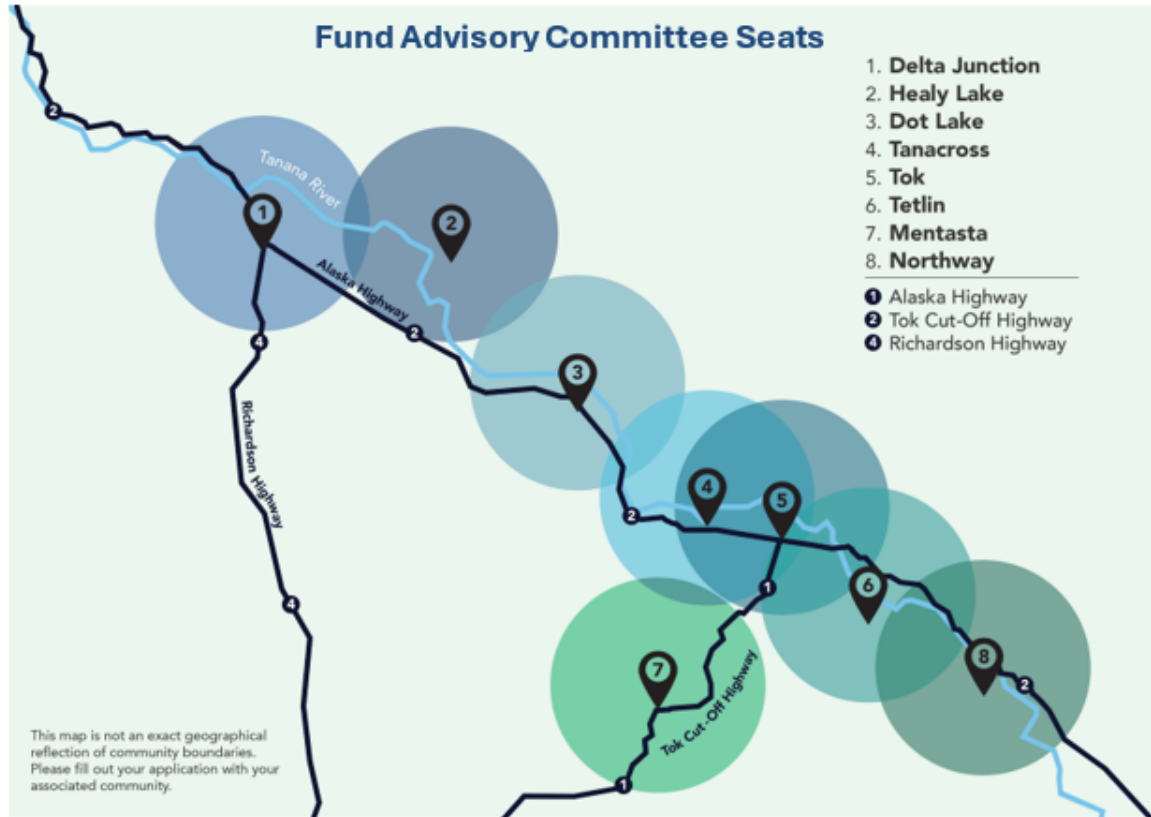


Figure 1. FAC Seats align with fund geographic representation areas.

FAC Seats:

- FAC Seat 1: Delta Junction Area
- FAC Seat 2: Healy Lake Area
- FAC Seat 3: Dot Lake Area
- FAC Seat 4: Tanacross Area
- FAC Seat 5: Tok Area
- FAC Seat 6: Tetlin Area
- FAC Seat 7: Mentasta Area
- FAC Seat 8: Northway Area

G. Terms of Service

Fund Advisory Committee members are appointed to three-year terms. To ensure continuity of experience and committee operations, the inaugural appointments will include staggered initial terms of one, two, and three years, as determined by the appointing body. Following completion of the initial staggered terms, all subsequent appointments will be for three-year terms. Initial term lengths may be assigned by the appointing body to establish staggered terms and maintain continuity of committee experience. In making these assignments, consideration may be given to geographic representation, continuity of institutional knowledge, and the long-term needs of the Fund.

Primary and Alternate Representatives from each geographic representation area will serve concurrent terms. If a Primary Representative is unable to complete their term, the Alternate Representative may assume the Primary Representative role for the remainder of the term in accordance with the Fund's appointment procedures.

H. Time Commitment and Meetings

The anticipated time commitment includes:

- Quarterly FAC meetings outside of active grant cycles, as scheduled (est. 1-2 hours).
- Additional meetings during grant cycles to receive direction, review applications, discuss scores, and develop funding recommendations (est. 1-2 hours).
- Independent review and scoring of grant applications outside of meeting time.
- Participation in virtual meetings.
- Participation in one in-person meeting each year, ideally timed with the grant selection process.
- Timely completion of required reading, scoring, conflict disclosures, and other committee assignments.
- The number and length of meetings may vary depending on the number of applications received, the timing of grant cycles, and the complexity of the review process.

I. Volunteer Service

FAC service is a volunteer role. Fund resources are reserved for community support and are not used for committee member compensation, overhead payments, or fees.

J. Conflict of Interest

Conflicts of interest should be avoided whenever possible. When a conflict cannot be avoided, the member must disclose it to the FAC and recuse from related scoring, discussion, or decision-making when appropriate. A conflict may exist when a member, a member's immediate family, employer, organization, or close associate could benefit from a funding decision.

Because FAC members are expected to be active and knowledgeable community members, an affiliation does not automatically disqualify an applicant or constitute a conflict in every situation. Potential conflicts will be reviewed using sound judgment, transparency, and the Fund's adopted conflict-of-interest procedures.

K. Selection and Appointment

FAC members will be selected through an open application process. Applications will be reviewed using consistent criteria that consider demonstrated community involvement, connection to the selected FAC Seat, ability to think regionally, sound judgment and fairness, collaborative experience, and the need to establish a balanced committee representing all eight geographic areas.

Submitting an application does not guarantee appointment. Selected applicants may be asked to participate in an interview, orientation, reference check, or additional conversation before appointment.

L. Questions

Manh Choh Community Fund Team

For all questions about the FAC application or grant cycle, please contact:

Shelly Wade | MCCF Fund Team

grants@manhchohcommunityfund.org

Part 2. FAC Member Application

Thank you for your interest in serving on the Manh Choh Community Fund Advisory Committee. Please review the position description before completing this application. Responses may be typed or written clearly. Attach additional pages if needed.

A. Applicant Information

1. Full Name

2. Mailing Address

3. Physical Address (if different)

4. Community

5. Phone

6. Email

7. Preferred Contact Method

B. Geographic Representation Area

The FAC will include representation from eight geographic representation areas, designated by FAC Seat, within the Manh Choh benefit footprint. Please select one FAC Seat from the list below and tell us more about your connections to the area in the questions that follow. *Note: The geographic representation areas on the map below are not an exact reflection of community boundaries.*

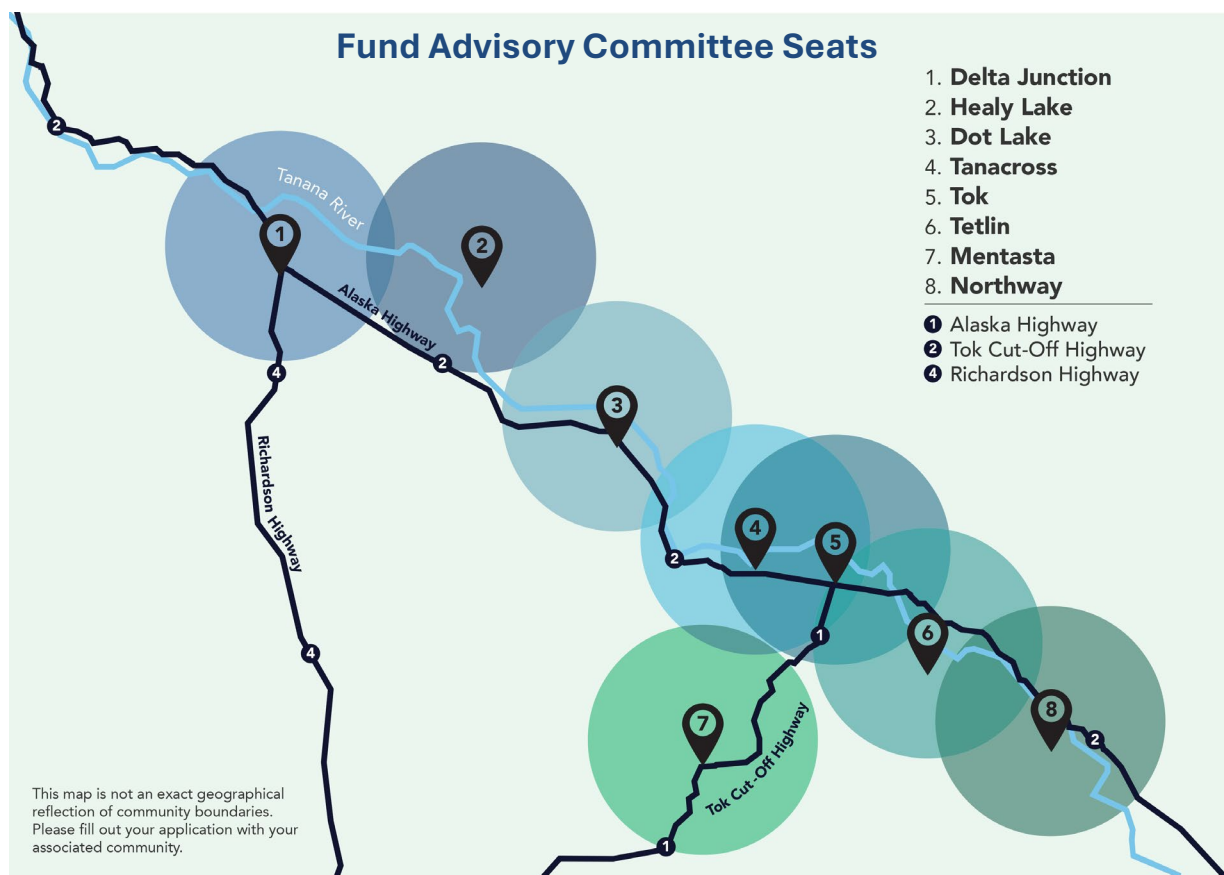


Figure 2. FAC Seats align with fund geographic representation areas.

FAC Seat 1: Delta Junction Area

FAC Seat 2: Healy Lake Area

FAC Seat 3: Dot Lake Area

FAC Seat 4: Tanacross Area

FAC Seat 5: Tok Area

FAC Seat 6: Tetlin Area

FAC Seat 7: Mentasta Area

FAC Seat 8: Northway Area

Please Note: Each FAC Seat will ultimately have **two appointed FAC members**. Following the appointment process, one member will be designated as the Primary Representative and one as the Alternate Representative. FAC members will consider the needs, opportunities, and potential benefits of projects across the entire Manh Choh benefit footprint, not solely the geographic area the FAC Seat represents (see “D. Committee Responsibilities” in Part 1 of this packet). Applicants are **not applying for a specific role**; these designations will be determined after appointments are made.

1. Please describe your connection to the FAC Seat you selected.

Examples may include residence, Tribal affiliation, employment, community leadership, volunteer activities, family ties, cultural connections, or other meaningful relationships.

2. Why do you believe you are well-suited to represent this geographic area on the FAC?

Please describe your knowledge of the communities, issues, opportunities, and priorities within the area.

C. Background and Community Experience

1. Current employer (if applicable)

2. Current position/title or occupation

3. How long have you lived, worked, or maintained a meaningful connection within the Manh Choh benefit footprint?

Less than 2 years

2–5 years

6–10 years

More than 10 years

Lifelong connection

Other:

4. Please describe your involvement within your community and the broader region.

Examples may include Tribal leadership, local government, nonprofit organizations, schools, volunteer service, business leadership, youth or elder programs, cultural organizations, community events, or other forms of service.

D. Interest, Perspective, and Judgment

1. Why are you interested in serving on the Fund Advisory Committee?

2. What strengths, experience, knowledge, or perspectives would you bring to the FAC?

E. Grant Review Experience

1. Have you previously reviewed grant applications, proposals, funding requests, scholarships, or similar materials?

Yes

No

If yes, please briefly describe your experience.

F. Potential Conflicts of Interest

Serving with, working for, or being connected to an organization that may apply for funding does not automatically prevent you from serving on the FAC. This information helps the Fund anticipate and appropriately manage potential conflicts.

1. Do you currently serve as an employee, officer, board member, contractor, volunteer, or advisor for an organization that may apply for Manh Choh Community Fund grants?

Yes

No

If yes, please identify the organization(s) and describe your role.

G. References

Please provide one or two references who can speak to your community involvement, judgment, reliability, or ability to work collaboratively.

Reference 1

Name: _____

Organization/Relationship: _____

Phone: _____

Email: _____

Reference 2

Name: _____

Organization/Relationship: _____

Phone: _____

Email: _____

H. Application Submission

Please submit your completed application by August 27th using one of the methods below:

- Online: <https://manhchoh.com/mccf/>
- Email: grants@manhchohcommunityfund.org
- Mail your application: Manh Choh Community Fund, PO Box 9, Tok, Alaska 99780
- Hand deliver your application to: Manh Choh Community Fund, 1313 Alaska Hwy, Tok, Alaska 99780

Note: Applicants selected to serve on the Fund Advisory Committee will receive the full FAC Charter and other onboarding materials before beginning their service. The Charter outlines the committee's roles and responsibilities, meeting procedures, confidentiality requirements, conflict-of-interest provisions, standards of conduct, and grounds for removal from the committee. As part of the onboarding process, members will review the Charter and complete a confidentiality, conflict-of-interest, and service acknowledgment. Applicants are not required to complete these materials as part of the application process.