



## SAM HOUSTON ELECTRIC COOPERATIVE CHARITABLE FOUNDATION

### *Grant Application Guidelines*

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#### **Geographic Focus**

The Sam Houston Electric Cooperative Charitable Foundation (the “**Foundation**”) provides funding assistance to approved, eligible applicants, located within the service area of Sam Houston Electric Cooperative, Inc. (the “Sam Houston Service Area”). The Foundation also provides funding assistance to approved, eligible applicants that are located outside the Sam Houston Service Area but provide services to individuals residing within the Sam Houston Service Area.

#### **Grant Cycles**

Grant applications are reviewed quarterly. Visit Sam Houston Electric Cooperative’s website (<http://www.samhouston.net/community/op-round-up>) for the grant schedule.

#### **Applicant Eligibility**

1. Foundation contributions will generally be made only to not-for-profit organizations that have been granted tax-exempt status by the Internal Revenue Service and to civic-based entities.
2. To be considered eligible, the non-profit organization must contribute to the quality of life, health and/or general welfare of individuals inside the Sam Houston Electric Cooperative service area.
3. The applying organization’s services must be non-discriminatory in nature.
4. The Foundation will not consider requests for general operating funds, capital campaigns or support for salaries, preferring, instead, requests for programmatic needs.
5. Activities affiliated with a religious organization with a “secular” community designation are eligible for the Foundation’s consideration of support. *A secular designation is defined as an organization separate from the church or religious organization that provides services to people regardless of their religious beliefs and does not propagate a belief in a specific faith. (Example: A food bank that is a separate 501(c)(3) organization from a church and provides food and meals to anyone who qualifies for services, regardless of religious belief.)*

## **Evaluation Factors**

1. The following factors will be considered in the evaluation of all funding requests:
  - Potential benefit to residents of the Sam Houston Service Area and the entire community.
  - Prior contribution level of the Foundation or community support for the program or project or the organization requesting the funds.
  - Fiscal and administrative capability of the applying organization to deliver a quality service or quality program.
  - Results that are predictable and can be evaluated.
2. The Foundation's Grants Committee shall evaluate funding requests and present recommendations to the Foundation Board of Directors.

## **Project Timing**

Request for funding by an applicant should state whether the funds are intended for ongoing operations or for a specific project that will terminate at some point in the future. Whenever possible, requests for funding should be for projects that will be completed within 12 months following the Foundation's approval of the grant application.

## **Project Reporting**

Grant recipients will be required to submit the following forms of project documentation or accountability:

1. Grants for material items (i.e., equipment, supplies, vehicles, computers, food): Applicant must submit copies of receipts or invoices related to the project and the use of Foundation funds.
2. Grants for services (i.e., training, event sponsorship, leadership programs): Applicant must submit a "Project Status or Completion Report" describing the scope of the program, identifying the beneficiaries of the service and documenting how Foundation funds were used.
3. Grants for projects that assist Sam Houston Electric Cooperative members/customers with day-to-day living expenses: Applicant will submit monthly reports to the Foundation describing the beginning of the month Foundation account balances, identifying the Sam Houston member/customer receiving the assistance, the vendor receiving the payment and the amount of the payment assistance, and end of the month Foundation account balances.

Any such reports received by the Foundation may be used by the Foundation for publicity and public relations purposes. Privacy information guidelines will be considered when determining public-relations initiatives.