



## SAM HOUSTON ELECTRIC COOPERATIVE

### CHARITABLE FOUNDATION

#### *Guidelines for Awarding Funds*

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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 may be located outside the Sam Houston Service Area but who provide services to individuals residing within the Sam Houston Service Area.

#### **Funding Request Cycles**

Funding Request Applications are reviewed quarterly. Visit Sam Houston Electric Cooperative’s website (<http://www.samhouston.net/community/op-round-up>) for more information.

#### **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 that are classified as a public charity 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 Funding Request Applications:
  - Potential benefit to residents of the Sam Houston Electric Cooperative Service Area and the entire community.
  - Prior contributions by the Foundation to the organization requesting the funds.
  - Community support for the program or project, including other funding sources.

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- Other funding sources for the intended use of the funds being requested by an organization.
- 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 Funding Committee shall evaluate Funding Request Applications and present recommendations to the Foundation's Board of Directors.

### **Project Timing**

The request for funding by an applicant should provide information on 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 first distribution of any funds.

### **Project Reporting ("Review of Awarded Funds")**

All recipients of funds will be required to submit a Review of Awarded Funds report to the Foundation within 12 months of first receiving funds. The report can be found on [www.samhouston.net](http://www.samhouston.net). Any information contained in the report may be used by the Foundation for publicity and public relations purposes.