



These guidelines have been developed for the Trustees in granting assistance and are not intended to be all-inclusive. These are, rather, to be used as the name implies: “guidelines”. Each and every request for assistance will be accompanied by its own set of circumstances. No set of guidelines will cover the circumstances of every case, but every case will require the collective wisdom of the Trustees.

**\*\*NOTE: All applications are to be on the agenda and the Board will decide on funding, etc. \*\***

1. No funds will be disbursed to any applicant not providing services within the counties which Kay Electric Cooperative maintains its operations.
2. Applications shall be received in the KEC office by the close of business on the first Monday of the month in which the K-UP Foundation has its regular scheduled meetings (January, April, July, and October). If the Monday is a holiday and the KEC offices are not open, then applications shall be submitted by the close of business on the following Tuesday.
3. No funds will be made/dispursed to any vendor for the payment of utility bills, including liquid petroleum gas (LPG) and telephone bills (home or cellular).
4. No funds of the FOUNDATION shall in any fashion be used to support any candidates for political office or for any political purposes.
5. No funds will be used to pay federal or State Income Taxes, Property (Real Estate) or Personal taxes.
6. No funds will be expended for organizations that operate for profit.
7. No funds will be disbursed for capital improvements for any church facility or religious organization.
8. No funds will be disbursed to pay any type of security deposits, late fees or assessments.
9. No funds will be disbursed to pay burial expenses.
10. Not more than \$2,500.00 will be disbursed annually to any applicant.
11. No funds are to be disbursed to an individual or individuals, who are in pursuit of personal, academic or sports projects.
12. No funds will be paid for salaries.
13. No funds will be paid for field trips.
14. No funds will be paid to schools.

## **Categories of Assistance**

### **1. Disaster Relief**

### **2. Communities**

- a) Programs, projects and organizations that are important components of a community's overall quality of life, with emphasis on public safety, health care, self-sufficiency, and basic human needs.

### **3. Education and Youth**

- a) Programs and projects designed to combat critical social problems affecting youth, particularly children and teens at risk.
- b) Programs and projects that promote youth wellness.
- c) Programs and projects that work to provide supplemental materials and equipment for schools.
- d) Programs and projects to enhance school facilities.

### **4. Seniors**

- a) Programs and projects to support organizations and the facilities serving senior citizens.

### **5. Volunteer Fire Departments**

- a) Programs and projects to enhance volunteer fire department facilities and vehicles.
- b) Equipment and gear purchases and upgrades.

## **Applicant Eligibility:**

1. 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. The organization must contribute to the community's health and/or welfare.
3. The organization's services must be non-discriminatory in nature.
4. 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:
  - a) Potential benefit to residents of the KEC service area and the entire community.
  - b) Prior contribution level of FOUNDATION or community support for the program or project or the organization requesting the funds.
  - c) Fiscal and administrative capability of the organization to deliver a quality service or program.
  - d) Results that are predictable and can be evaluated.
2. The Foundation's Board of Directors shall evaluate all funding requests and determine whether to issue a grant for all or a portion of the funds requested.

**Project Timing:**

Request for funding 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.

**Contingent Grants:**

In the case of a grant applications being a part of a large fundraising effort, the FOUNDATION may choose to make a grant contingent upon the requesting organization raising the remaining funds. Grant recipient will be required to submit documentation showing the additional funds are in place before the FOUNDATION releases the funds earmarked for the project. The FOUNDATION will hold the funds for no more than one year.

**Public Relations:**

Basic information about grants issued by the FOUNDATION to an organization will be publicized. Information will include the name of the grant recipient, a description of how the funds will be used and the amount of the grant. Occasionally, an organization and grant project will be highlighted more in-depth in publicity and public relations efforts by Kay Electric Cooperative, Inc. Selection of organizations and projects to be featured is at the sole discretion of KEC.