

COMMUNITY DONATION REQUEST GUIDELINES

The purpose of this document is to specify the funding priorities as dictated by the sitting San Isabel Electric Board of Directors and to effectively communicate those priorities to the public. This document is to be *reviewed annually* to ensure the current Board of Directors is appropriately represented. This document also clarifies items found on the Request Form and therefore must be signed, dated and returned to SIEA along with the completed Donation Request Form. This is in accordance and agreement with Board Policy No: 4-10.

Basic Guidelines:

- The San Isabel Electric Association, Inc. Board of Directors will only consider granting donations to entities which ultimately will support causes within the Member-Districts. Organizations located outside of Member-Districts may apply but must identify how they serve SIEA Districts and Members.
- SIEA funding priorities include: increased human and animal welfare, youth causes, self-sufficiency-enhancing programs, community cultural and awareness events and environmentally-friendly programs/projects. Requests on the behalf of individual persons will not be considered for funding.
- Requests from fundraising entities that collect funds to be redistributed to other organizations will not be considered if any percentage of funding is taken to support the requesting-entity's overhead or general operating costs. 100% of funds must go directly to the program/project.
- Scholarship programs will not be funded to preserve all monies for the SIEA Scholarships available to students within the Membership.
- Donations for general operating dollars will not be given to religious groups, educational entities or clubs/associations: SIEA will fund only specific projects and events intended to fund projects/programs.
- If funded, a Donation Report Form will be provided, entities that have not submitted a Report Form after being funded will not be considered for funding at a minimum, for the following year.
- Donation Request Forms must be returned to the Communications Department by the second Friday of the month by 5PM and will be reviewed at the next consecutive Board Meeting. Please note this time frame, if an event occurs before donation approval, the Board will still consider funding post-event.
- You will be notified of the outcome either the afternoon of the Board Meeting or the Monday of the following week.

Donation Request Form Guide:

- Complete the form in its entirety. Do not write "see attached" to answer a question.
- Indicate all SIEA Districts served, a District Map can be found at www.siea.com.
- "Social Media" refers to your most-used account: Facebook, Twitter, Instagram etc. It is included with contact information as this another way to connect and considered as general info for your entire organization.

- Identify a specific request amount or range. Do not write, “any amount will help” a specific amount is required and if not identified will disqualify the application.
- A maximum of TWO additional pages can be attached as supplemental information to your request form. This is not mandatory. A solicitation letter, program flyer, sponsorship level form etc. are some examples.
- When describing the demographic, who will be served by your request, be as specific as possible, including number-served, target ages etc. The more specific, the better.

The Donation Request Form can be returned via the method of your choice as also outlined on the Request Form. All inquiries can be made in the same fashion, though email is preferred for correspondence ease and accuracy.

Email/Phone Contacts

Chelsie West, Communications Manager
(719) 647-6268

chelsie.west@siea.com

Taelor Huddleston, Communications Specialist
(719) 647-6248

taelor.huddleston@siea.com

Mail or Walk-In:

San Isabel Electric Association, Inc.
Attn: Communications Department
781 E. Industrial Blvd.

Pueblo West, CO 81007

Fax:

(719) 547-2229

Attn: Communications Department

Website:

www.siea.com

SAN ISABEL ELECTRIC ASSOCIATION – STATEMENT AFFIRMING UNDERSTANDING AND AGREEMENT TO FOLLOW DONATION GUIDELINES

Please keep a copy of these guidelines for your records and return the original completed and signed with your Donation Request Form.

On behalf of _____ (Organization Name) I,

_____, (Contact- Print Name) have read and understand the San

Isabel Electric Association, Inc. Board Requested Donation Guidelines. I am submitting the request form

this _____ (Day) of _____ (Month), _____ (Year).

_____ (Contact Signature)