



Washington Electric Cooperative, Inc.

P.O. Box 8, 40 Church Street
East Montpelier, Vermont 05651

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www.washingtonelectric.coop

Community Fund Guidelines

Thank you for considering Washington Electric Cooperative, Inc.'s (WEC) Community Fund as an avenue of financial support for community driven needs. In conformance with the seventh Cooperative principle of "Concern for the Community", WEC supports activities of worthwhile non-profit, charitable agencies, educational institutions and other community organizations which enhance the well-being of our members and the communities they live in.

To submit a grant request, please provide a **brief** written statement and submit by US mail to WEC (address above) attention General Manger or by email to wecMembers@wec.coop.

Categories & Eligibility

- Contributions shall be made only to organizations submitting requests in writing (by US mail or email).
- Support of charitable & community organizations serving significant parts of WEC's service territory (Washington, Orange, Caledonia, and Orleans counties), through event sponsorship, advertising in their publications, or general donations.
- Activities may include social services, education, arts and the environment.
- Support of special projects at schools and local communities (emphasis on local activities).
- Recipient organizations must either be incorporated as a non-profit or be a unit of local government or have high level of recognition and support in their communities.
- Contributions will not be made to religious or political organizations or organizations primarily engaged in issues advocacy.

What to Include in Written Grant Request

- State the name and location of the organization or activity
- Provide the purpose of the contribution
- Summarize who will benefit
- Explain the means by which the Cooperative will be recognized (newsletter, website, board meeting, etc.)
- Submit in writing on organization letterhead
- Include the organization official name and address
- Provide information about the organization's mission
- Provide a website (if available)
- Note if organization is non-profit and its financial status
- Provide reason for requesting financial support and how it will benefit the 41 towns and people in WEC's service territory

*WEC is an equal opportunity employer and an energy provider
owned by its members since 1939.*

Reporting & Communication

- As a membership organization and as a business, it is in the Cooperative's interest to be recognized by our members and communities for such support. Accordingly, organizations receiving such support should have an appropriate means for recognizing the Cooperative.
- The Cooperative shall make every effort to determine that organizations receiving support are financially viable and broadly supported in the communities they serve.
- Support shall not be offered to organizations or activities whose purposes conflict with the policies and principles of the Cooperative.
- Consideration shall be given to assuring that communities and activities throughout the Cooperative's territory benefit from such support.
- The General Manager will provide monthly reports to the WEC board as well as a year-end summary of contributions at the conclusion of the fiscal year.
- A report shall be printed in Co-op Currents within the first six months of each year, which shall inform members about how they may contribute to the fund, and the process for requesting donations. This report shall also list the contributions made the previous year.
- In addition to the above-noted report, Co-op Currents will annually profile at least one recipient organization/project.

(To read Co-op Currents online go to www.washingtonelectric.coop)