



New Hampshire Electric Co-op Foundation  
579 Tenney Mountain Highway  
Plymouth, NH 03264  
[www.nhec.coop](http://www.nhec.coop) (603) 536-8666

## Application Guidelines

---

The New Hampshire Electric Co-op Foundation (the "NHEC Foundation") is a Section 501(c)(3) tax-exempt organization whose purposes are to provide financial support to further charitable activities, educational programs and institutions, and activities which improve the general welfare of the members and communities served by New Hampshire Electric Cooperative through programs that support health, individuals in need and enhance economic development. [

### Foundation Purposes

To further the NHEC Foundation's charitable purposes, the Board of Directors seeks to award grants that support the following:

- **Educational:**
  - Projects and programs that promote and support academic achievement;
  - Projects and programs that focus on renewable energy initiatives;
  - Projects and programs that emphasize experimental learning; Projects and programs that emphasize conserving, protecting and maintaining the natural environment or preserving historic resources;
  - Programs and projects that provide opportunities and participation in community or school cultural enrichment programs; and performing art festivals.
- **Charitable:**
  - Health and Social Service Programs that benefit children, single-parents and/or low-income families and the elderly.
  - Requests for donations made to individuals in need due to sudden major disaster, illness or unanticipated hardship(Community Agency Referral Preferred) may be considered.
  - Community/Economic Development Programs which build community collaboration, significantly benefit rural areas, and enhance the general welfare of the general public within the Co-op region.

Grants may be awarded to support programs or capital needs, such as the purchase of buildings, renovation of facilities or major equipment. Projects must demonstrate community support in the form of broad participation, financial and voluntary commitment. Grant requests for computer equipment and software will only be considered in hardship cases.

### Foundation Priorities

Projects must be located within, or significantly benefit NHEC's geographic region/membership and the general public within this region; encourage economic independence for low-income individuals; and contribute to job creation. Programs and projects that demonstrate the ability to raise additional/matching funds from other sources are preferred but this is not a requirement of any request. These can include resources from various community organizations, businesses, individuals or other grant award organizations.

### Eligibility

Requests for funds made by any legitimate tax-exempt organization under section 501 of the IRS code which further the NHEC Foundation's charitable purposes will be considered.

Grant recipients are expected to provide sufficient evidence and documentation that the funds will be used for the requested charitable purpose and provide a written report within one year indicating that the funds have been completely and appropriately expended for such purposes. (See attached reporting requirements).

## Grant Award Range

The maximum grant award is \$10,000 and grant awards typically range between \$500 and \$7,500.

## Exclusions

The Board of Directors of the NHEC Foundation will not consider grants for the following purposes:

- Sporting events and individual leagues;
- Religious or political purposes;
- Deficit reduction or to support an activity that has already taken place;
- Support of general operating or administrative expenses; or
- Electric service and/or electric improvements.

## When and How to Apply

The NHEC Foundation Board of Directors meets and reviews proposals in the months of March, June, September and December. Applications and supplemental information are due no later than 4:00 p.m. on the 1<sup>st</sup> day of the month in which the Board meets. If the deadline falls on a weekend, the deadline will be extended to the first business day following. Incomplete applications will not be considered. Submit one copy of the proposal along with the completed application cover sheet.

*Applications should be mailed to: Judy Gove, Executive Director, New Hampshire Electric Co-op Foundation, 579 Tenney Mountain Highway, Plymouth, NH 03264.*

Application narrative (requests greater than \$2,000) should be no longer than 3 pages double spaced and include the following: (Requests for program services of \$2,000 or less should complete the Application Cover Sheet **ONLY** and include attachments noted below.)

- **Charitable Purpose** - State and describe the charitable, educational or intended improvement of the general welfare for which the grant would be used. This description of the project or program should include the purpose, goals and objective, timeframe and what the funding from the NHEC Foundation will accomplish.
- **Organizational Description** – Briefly describe the history of the organization and include a description of the organization's current programs as well as current goals and significant accomplishments.
- **Statement of Need** – Describe the importance of the project or program and include a description of the targeted population.
- **Evaluation** – A description, including outcomes and how you will measure the success of the project or program.
- **Areas/Communities Served** – Include geographic areas and specific communities to be served by the project or program. Include, if appropriate, how many people will benefit from the program or project.
- **Project Budget** – An itemized income and expense budget of the project or program, including funding from other sources. (These may be in the form of financial support committed or pledged).

**Attachments** – should be provided as outlined below:

- Completed Application Cover Sheet;
- Program/Project budget;
- IRS Tax Status Determination Letter
- Current list of Board of Directors
- Financial Statement from the most recent fiscal year, and
- Organizational income and expense budget for the current year.

## For More Information

For more information contact Judy Gove, Executive Director, New Hampshire Electric Co-op Foundation at 603-536-8666 or [govej@nhec.com](mailto:govej@nhec.com) or visit our website [www.nhec.coop](http://www.nhec.coop).

All grant requests will be approved and allocated solely by the NHEC Foundation Board of Directors. The NHEC Foundation reserves the right to accept or reject any request for support.