



H·U·G·S
Helping Us Give to Society

www.southernpioneer.net

***Southern Pioneer Electric Co.
C/O Ruby Terrazas
P.O. Box 1177
Liberal, KS 67901
800-670-4381***

H.U.G.S. Team Grants

The H.U.G.S. (Helping Us Give to Society) Team Grant program was formed in order to help improve the quality of life—now and in the future—in the communities where Southern Pioneer Electric Company (“Southern Pioneer Electric”) has a presence. H.U.G.S. Grants reflect Southern Pioneer Electric’s commitment to play an active role in those areas and give back to future generations by contributing to a wide array of programs in the communities we serve.

The H.U.G.S team is funded by Southern Pioneer Electric's recycled materials. Any scrap pieces of steel, aluminum or copper that have been taken out of service due to repair or rebuild, are recycled. Southern Pioneer Electric’s Vice President of Energy Services commented, "Over time, the recycled funds can be substantial. That's why this team was developed; we want to find ways to give back to our communities and build better, stronger relationships with our consumers. As funds allow, the H.U.G.S team will continue to seek out projects to fund in Southern Pioneer's geographical territorial boundaries."

To be eligible to receive funds, Southern Pioneer Electric must receive an application form filled out in its entirety, along with a cover letter or summary detailing all answers to questions indicated on the application form. Completing and submitting an application with supporting documents does not guarantee funding. Because applications are reviewed quarterly, please keep in mind the months listed for funding determination. Funds will not be awarded for events/projects/programs that have already occurred or are substantially completed before or by the submission date.

Southern Pioneer Electric’s Mission

At Southern Pioneer, we strive to be the energy and service provider of choice to our customers.

Grant Guidelines

The H.U.G.S. Team Grants are directed to programs and projects that benefit the residents and communities within the geographical boundaries of the company. The H.U.G.S Grants Team reserves the right to deny any organization of funding, and the amount available is limited to the current year's budget.

Southern Pioneer Electric contributes to programs that fall within one or more of the following focus areas:

Human Needs—Southern Pioneer Electric seeks to help non-profit organizations that support the physical and emotional well-being of people throughout our communities.

Education—Southern Pioneer Electric believes educating and motivating today's youth and adults is critical to the long-term well-being of our communities and the local economy.

Culture and Art—Southern Pioneer Electric believes cultural and arts activities enhance the overall quality of life in the communities we serve.

Civic—Southern Pioneer Electric knows community organizations, which promote community improvement, contribute to the overall success of our communities and our customer's overall quality of life.

Environment—Southern Pioneer Electric knows a clean, safe and healthy environment for all living creatures is critical to sustaining our communities.

Southern Pioneer Electric will not be the sole sponsor of any single project with no one single project receiving more than \$10,000 in a one-year period.

Southern Pioneer Electric cannot donate electricity, make payments or pay fees for utilities, materials and stock items.

Eligibility

Southern Pioneer Electric will accept applications from organizations/groups/projects that follow these guidelines:

- Organizations should be within the territorial boundaries of Southern Pioneer Electric or serve a substantial number of Southern Pioneer Electric customers.

- Organizations to receive funding should be a non-profit, tax exempt 501(c)(3) entity and provide a copy of the IRS Determination Letter.
 - This is the section of the Federal Tax Code that designates an organization as charitable and tax-exempt.
 - Ask your organization if it has this designation. Organizations seek this designation to be eligible for various gifts and grants and are accustomed to being asked to provide it to donors.
- Government-owned or controlled organizations or entities such as libraries, volunteer fire departments, emergency medical response teams, or community centers may be eligible. The organization must provide a letter from the appropriate governmental agency on their letterhead stating that the program is under its jurisdiction. For example, a city-funded library would present a letter signed by their City Clerk stating its relationship to the town. A 170(c)(1) determination letter from the IRS is also acceptable as proof of eligibility.
- Faith-based organizations are not eligible for funds, but can become eligible if the grant supports a particular program that is available and open to all individuals in the community, is for non-religious purposes (such as a food pantry), does not exclusively use the program to promote religion and has a 501(c)(3) determination letter from the IRS.
- Examples of organizations that would be considered:
 - Public library programs or events
 - Leadership or business clubs or events sponsored by a community organization
 - Teen, community or recreation center programs
 - Education, art, music or theatrical programs at public or private schools
 - Clearly defined youth programs including 4-H & FFA projects, programs, club supply needs, etc.
 - Emergency Response Team projects and equipment upgrades
 - Community betterment projects such as community gardens or landscaping projects funded by a community organization, but ownership of the land associated must be defined.

Southern Pioneer Electric will not fund:

- A single person's project or effort
- 501(c)(3) organizations that are religious institutions, groups that support political parties or advocacy programs, bricks and mortar projects, and "third party" charitable groups such as United Way.
- Organizations that are restricted to a specific group of citizens or has a mission that is in conflict with our corporate mission.
- Political or partisan organizations or candidates.
- Organizations whose sole purpose is to promote a particular faith.
- Organizations or programs outside Southern Pioneer Electric's geographical boundaries, unless a direct benefit is provided to a significant number of Southern Pioneer customers.
- General operating, tax or payroll expenses.
- Registration fees or travel expenses.

Program Support

Monitoring and Measuring

The Southern Pioneer Electric H.U.G.S. Team Grants Program is administered by the Energy Services Department. All final decisions regarding grant funds are made by a team comprised of employees from Southern Pioneer Electric.

Southern Pioneer Electric's H.U.G.S. Team will be comprised of more 5 company employees in addition to the Vice President of Energy Services. These employees will meet quarterly to review applications for donations. Each application will be assessed on the same grading scale to offer all applicants an equal opportunity.

Process

Since Southern Pioneer Electric receives several applications throughout the year, Southern Pioneer Electric will leverage these organizations to test its process. When a request comes in without an application, we will make phone calls to the organization and ask they follow the new process. Once they have gone through the process, we will survey the recipients regarding their experience and utilize the feedback to better improve the program, process, etc. The H.U.G.S. team members will also offer closing remarks at the end of each year where they will share any suggestions regarding the process and policy. It will be the goal of the team each year to discuss all community needs and assure the current policy does not inhibit Southern Pioneer Electric's ability to do the most good for the area it serves.

Conflict of Interest

If ever an application is received from an organization that a team member has a personal or professional relationship, that team member will excuse themselves from the judging process. In addition, team members will be selected every two years to ensure there is a constant change of opinions, views and values of the team.

Budget

The team will monitor the assessed contributions each time they meet to determine appropriate amounts per the budget.

Disclaimer

Southern Pioneer Electric reserves the right to terminate, change or add grant programs as approved by the Board of Trustees, as included in the budget and as community needs arise.

Southern Pioneer Electric is committed to providing an inclusive and welcome environment for all customers of our community and to ensuring that grant decisions are based on applicants and organizations abilities and qualifications as they have outlined in their application and supporting documents. Consistent with this commitment, it is Southern Pioneer Electric's policy not to discriminate in offering access to this program and activities on the basis of race, color, gender, gender identity, gender expression, sexual orientation, national origin, age, religion, creed, disability or veteran's status.

Forms

This form is required for all grant requests through the Southern Pioneer Electric H.U.G.S Team Grants Program. Requests that are incomplete or unsigned as well as those submitted in another format will be returned. Please remember to include all required supporting materials noted. Application and supplying all items required does not guarantee funding.

Instructions:

1. Complete entire form. Be sure to answer all questions completely.
2. Attach any supporting materials.
3. Mail the completed form and other material to:
H.U.G.S. Team Grants Program
C/O Ruby Terrazas
P.O. Box 1177
Liberal, KS 67901

If necessary, the Southern Pioneer Electric staff may request additional information about requesting the organization, its proposal, general objectives of the project or an on-site visit by a representative. Documents submitted along with this grant request will not be returned.

Application

Name of Project/Program	Amount Requested (Max \$10,000)
Project Timetable From: _____ To: _____	Date Funds are Needed

Organization Information

Organization Name	Organization Website	
Address	Phone	
City	State	Zip
Organization Contact	E-Mail	
Grant Writer (if different than contact)	Phone	E-mail

Primary Service category of your organization (please circle)

Human Needs Education Culture and Art Civic Environment

***If multiple organizations are partnered on this project, please print multiple (page 1) and submit with original application. One organization must accept responsibility of being the liaison to Southern Pioneer Electric and abide by the terms and conditions of billing. This organization's form should be at the front of the application and be indicated here:

Check box if multiple organizations are participating:

Check box if this organization is the liaison for the project:

Authorization

Has the organizations Executive Director or Chief Staff Officer authorized this request? (please circle) Y or N

The organization's Executive Director or Chief Staff Officer or an authorized officer of its governing body must sign this form. The undersigned, an authorized officer of the organization, does hereby certify that the information set forth in this grant request is true and correct, that the Federal tax exemption determination letter attached hereto has not been revoked and the present operation of the organization and its current sources of support are not inconsistent with the organization's continuing tax exempt status classification as set forth in such determination letter.

Authorized Officer Signature		
Date		
Print Name	Title	Phone

Support Materials

Please provide the following documents:

1. Attach a Federal tax exemption determination letter indicating 501(c)(3) status for the organization presenting the application.

2. Attach an authorization letter/statement from any land/property owners of any project associated property.
3. Please attach a written statement or letter detailing the answers to the following questions:
 - a. Please describe the project/program for which funding is being requested.
 - b. What are the goals of this effort? How does this effort address a community need?
 - c. Please describe the population targeted by this project. i.e. how many people will be impacted? Age: youth, adults seniors; gender; geographic scope: community, county, state
 - d. Explain how you have measured or will measure the success of the program/project?
 - e. Provide a detailed budget for the project.
 - f. How did you determine the amount to request from us? Why is this a reasonable amount and how does it compare to the total budget of the project/program?
 - g. What other sources of funding are committed or requested at this time? (Please identify the name of each source and whether it is “committed” or “requested.”)
 - h. How will Southern Pioneer Electric H.U.G.S Team be acknowledged?
 - i. List any employees or retirees of Southern Pioneer Electric who have provided assistance with this application, project, or organization.