



GRANT APPLICATION

GUIDELINES



I. ELIGIBILITY

Applicants must be recognized as tax-exempt under Section 501(c) (3) of the Internal Revenue Code. Organizations are eligible for one grant every 12 months. Organizations that have already received a grant are required to report on how the funds were used via the NHECF [Grant Report](#) before they are eligible to receive another grant. To determine if your program or project is a good fit to receive NHEC Foundation grant funding, please use our [eligibility inquiry sheet](#) before submitting your full grant application.

II. GEOGRAPHIC FOCUS

Organizations must be located in New Hampshire and demonstrate their program or project will significantly impact New Hampshire Electric Co-op members. An organization may be located in a town not served by the Co-op, however if an applicant can demonstrate the program/project will impact co-op members, they are still eligible to apply for grant funding. Click [here](#) to view towns served by NHEC.

III. WHAT WE LOOK FOR

- Programs/projects that have a direct impact/benefit for members of New Hampshire Electric Co-op (view towns served by NHEC [here](#)).
 - Programs/projects that demonstrate a strong community association and connection.
 - Programs/projects that without grant funding from NHECF might not succeed/move forward.
 - Organizations that clearly demonstrate they are capable of encumbering a grant from NHECF and that have clearly outlined their goals, objectives and measures of success.
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IV. PROJECTS WE TYPICALLY FUND

The Foundation typically gives priority to programs/projects that promote health and social well-being, enrichment and education programs, hunger relief programs, cultural art programs and academic achievement programs. See a complete list of [2017 grants here](#).

V. WE DO NOT FUND

- Sporting events and individual teams or leagues
- Religious or political programs/projects
- Computer equipment or software
- Deficit reduction or expenses that have already been incurred
- Programs that are typically the responsibility of federal, state or municipal funding
- Operating expenses
- Stand-alone electric service, electric service improvements, or other energy-related projects that may benefit from program incentives offered by New Hampshire Electric Cooperative
- Land Acquisition or Historic Preservation

VI. A COMPLETE GRANT APPLICATION

- A. Application Cover Sheet (Automatically generated when applying online).
 - B. Application Questions:
 - 1. Organizational overview
 - 2. Proposed project description
 - 3. How will it enhance/benefit the community
 - 4. Goals/objectives of the program
 - 5. Geographic areas served
 - 6. Community/volunteer support
 - 7. Program timeline
 - 8. Others support
 - C. Program/Project Budget
 - 1. The project budget includes information that pertains to the specific project for which funds are being requested.
 - D. Board of Directors Listing
 - E. Current Financial Statement
 - 1. Audited is preferred, however the most recent tax return or form 990 is acceptable.
 - F. IRS Tax Determination Letter of 501(C)3 non-profit status
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VII. GRANT AMOUNTS

Grant awards typically do not exceed \$10,000. However, the Board of Trustees has the authority to make exceptions as deemed appropriate regarding grant limits which in certain cases can exceed \$10,000. Typically grant awards range from \$2,500 - \$5,000. If an applicant has requested \$5,000, we will award no more than the \$5,000 requested amount. However grants are often reduced in order to accommodate as many worthy organizations as possible as requests generally exceed what is available for giving.

VIII. FISCAL AGENTS

Non tax-exempt organizations can only apply through a fiscal agent which is a 501(c) (3) and which signs a [fiscal sponsorship agreement](#) as part of the application process. Oftentimes, fiscal agents are religious organizations. While the Foundation does not award grants for religious purposes, religious organizations can receive funding as a fiscal agent.

IX. CHALLENGE GRANTS

If an organization has a significant amount of funds left to raise to complete their project we will “challenge” the organization to raise the required funding before we will award their grant money. This ensures grants are being expended for the intended purposes and that money will not have to be returned because a project fails to execute.

X. WHEN & HOW TO APPLY

The NHEC Foundation Board of Trustees meet and review proposals quarterly in the months of March, June, September and December. Applications and supplemental information are due no later than 4:30 p.m. on the 1st 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 the first of the month. Applications can be submitted by U.S. mail, email or electronically via our website at www.nhec.com/nhec-foundation.

For questions please contact Sara Thielbar, Executive Director, NHEC Foundation, 579 Tenney Mtn. Hwy, Plymouth, NH 03264 – foundation@nhec.com – 603-536-8884

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

