

CU-COMMUNITY PARTNERSHIP PROGRAM GUIDELINES

The CU-Community Partnership Program is directed to projects, programs, and initiatives that benefit the residents and communities within the service territory of Springfield, within CU's public purposes. The partnership is to implement CU's mission and improve the quality of community life within one or more of its focus areas.

AREAS OF FOCUS

Education - An educated and skilled workforce is crucial to the vitality of our community, and priority is given to educational programs that foster innovation and develop future leaders, including those persons and students who have an interest in careers and skills specifically related to, but not limited to, one of the listed areas of focus that could lead to employment with CU.

Environment - Support of organizations that seek to educate, inform, and advance environmental issues that have the potential to impact our community.

Health and Safety - Support for community-based organizations that conduct programs and activities aimed to educate our community about health and safety issues.

RESTRICTIONS

This program will not provide funding for:

- Contributions to individuals;
- Ads in programs, door prizes, raffle tickets, dinner tables, golf outings or sponsorships of organized sports teams or activities;
- Athletes, teams, sporting events, or tournaments;
- Booster Clubs, PTA's, or any group that does not support the education system as a whole.
- Contributions to intermediary (third party) funding groups that raise money to distribute to other charities;
- Fraternal or social clubs;
- Religious institutions such as churches, synagogues, temples, or other houses of worship, or any organization whose main purpose is to promote a specific faith, creed or religion and/or direct resources to advocate for a specific ideology;
- Endowments;
- Organizations that discriminate against individuals because of their race, color, religion, gender, national origin, disability, age, veteran status or marital status;
- Registration or participation fees for individuals, teams, or schools for fundraising events, e.g. 5k runs, walks;
- Books, magazines, or professional journal articles;
- Programs that provide assistance with energy costs or energy-related projects. Ineligible projects include energy-efficiency building upgrades, new or improved lighting fixtures and equipment, renewable energy projects, or holiday light displays;
- Any political activity.

This program does not provide funding for capital campaigns and projects. This includes new construction, structural renovations, repairs, or similar projects.

This program does not provide funds for salaries, facilities costs, or other operating expenses.

GENERAL GUIDELINES

Funding will be awarded on a quarterly basis or until all funds are depleted, whichever comes first.

	Request Deadline	Date Awarded
First Quarter	December 31	January 15
Second Quarter	March 31	April 15
Third Quarter	June 30	July 15
Fourth Quarter	September 30	October 15

CU-Community Partnership Request forms are accepted no later than 4 p.m. on the specified deadline dates and must be delivered to the address located on the application form. Funding for a project on a particular date should be requested so that a decision can be made prior to the actual date of the program or event. Applications will be accepted for proposals that fall within the specified areas of focus and within City Utilities' service territory.

Priority is given to those projects that:

- Encourage community partnerships and leverage additional support.
- Meet identified needs and have a measurable impact in the community.
- Come from organizations that exhibit strong financial management and board commitment.
- Are sustainable and demonstrate innovative solutions to problems.
- Are either (1) registered, nonprofit organizations as defined by Section 501(c)(3) of the US Internal Revenue Service Code; or (2) fully accredited public or private schools or universities.

REQUEST PROCESS

Electronic forms may be accessed at www.cityutilities/community/partnershiprequest.pdf or requested by calling 831.8630. Completed forms must be clearly printed or typed. Support materials noted in Section D of the form are required with submission.

*****Awards will be approved for use exclusively within the service territory of City Utilities.*****

To be considered, the request must meet the eligibility guidelines and include all the information requested. The CU-Community Partnership Request must be signed by the organization's authorized officer. Unsigned or incomplete forms will not be considered.

The completed CU-Community Partnership Request form and other documents should be sent to:

Pat Dierking
CU-Community Partnership Program
City Utilities
301 East Central
Springfield, MO 65802

CU-Community Partnership Request forms must be postmarked by the deadline date. If the deadline date falls on a weekend or holiday, materials will be accepted on the following business day. Hand-delivered forms will be accepted no later than 4 p.m. on the deadline date. An acknowledgement will be sent via email that the request has been received.

REVIEW CRITERIA

Each CU-Community Partnership Request will be reviewed with regard to:

- The compatibility of the organization's goals (and those of the specific project, program, or initiative) with the Program's priorities and available resources;
- The financial needs of the organization;
- Past practices and past experience with respect to your organization;
- Capability and reputation of the organization;
- The extent to which the project, program or initiative duplicates others or the work of other organizations;
- The public scope and impact of the proposal.

The CU-Community Partnership Program Committee will be responsible for reviewing and awarding funding based on all information presented with the application. If necessary, the Committee may request additional information about the organization, its proposal, general objectives of the project and/or an on-site visit by Committee members.

ADDITIONAL INFORMATION

The CU-Community Partnership Program receives many more requests than it can fund. If it is necessary to deny funding for a worthwhile organization or project, it is not a reflection on the value of the group or its services, but rather on the need to be selective because of limited resources during our budget year which begins October 1. **Funds will not exceed \$1,000 per request.**

Awards are approved for a one-year period and the Program does not allow for multi-year commitments. Typically, only one award will be committed to an organization in a budget year. Some exceptions may be made when a project targets different areas of focus.

Organizations receiving funds from this Program will be required to provide a written report documenting program achievements.

If you have additional questions concerning the CU-Community Partnership Program, please call our office at 831.8630.