

Jackson EMC Foundation Guidelines

SUBJECT: Guidelines for disbursement of funds through the Operation Round Up program.

I. Purpose

To develop a grant selection and disbursement process for charitable purposes. All monies received through Operation Round Up will be allocated through the Jackson EMC Foundation, Inc.

II. Goal

The goal of Operation Round Up is to address the charitable needs and provide financial assistance in the ten (10) counties where Jackson EMC provides electric service.

III. Guidelines

Application Process:

The FOUNDATION Board of Directors (Board) will determine a meeting schedule and decide how to distribute grants in accordance with the bylaws and guidelines.

- A. Applying organizations must service counties served by Jackson EMC: Banks, Barrow, Clarke, Franklin, Gwinnett, Hall, Jackson, Lumpkin, Madison and Oglethorpe.
- B. Applications must include specific dollar amounts and state or indicate specific needs.
- C. All qualified requests must be made using the FOUNDATION'S application form. Incomplete applications will automatically be denied. All grant applicants will be required to provide financial information, including a credit report from individuals and families.
- D. Qualified applications will be presented to the FOUNDATION Board for consideration.
- E. Applicants will receive written notification of the Board action taken within 60 days of the meeting at which the application was reviewed.
- F. When grants are made to charitable organizations, the organization must return the acknowledgement of grantee responsibilities form which includes that the organization's publicity must indicate that they received funds from the Jackson EMC Foundation.
- G. Applicants who gain approval for a grant shall be eligible to apply for another grant 12 months from the latter of (a) the approval date of the grant

or (b) the date that all grant funds have been dispersed. The organization must have submitted a grantee report for their previous grant.

IV. Eligibility

A. Organizations*

The following may apply for grants through the FOUNDATION:

1. 501(c) 3 designated organizations
2. Civic Groups
3. Community-based organizations
4. Volunteer organizations
5. Shelters for human need

B. Causes*

The following causes may be considered for FOUNDATION grants:

1. Human need
2. Educational programs, except for academic scholarships
3. Physical and emotional development
4. Counseling
5. Literacy
6. Health or medical initiatives
7. Disaster-related initiatives

C. Families and Individuals**

The following family and individual needs may be considered for FOUNDATION grants providing the applicant resides in one of the counties served by Jackson EMC:

1. Shelter and Furnishings
2. Medical
3. Mobility tools, to include vehicles and ADA equipment

*** These lists are not exhaustive, but are to be used as a guide.**

**** Families and individuals will be asked to demonstrate that they have exhausted other options and are applying to Jackson EMC FOUNDATION as the provider of last resort, since the FOUNDATION makes grants to organizations that provide services.**

V. Exclusions

Grants will not be made:

- A. To organizations that discriminate based on race, color, religion, gender, disability or national origin.
- B. For payment of electric or gas bills.
- C. For individual rent assistance.

- D. For automobiles, with the exception of handicap accessible or group transport for charitable organizations.
- E. For non-human need programs.
- F. To churches and religious organization; however, requests for church-affiliated programs will be considered when there is a direct community impact involved and one of the approved causes is satisfied.
- G. To schools and preschools, except for programs they may provide outside the scope of traditional education and the institution's normal budget, which meet one of the approved causes.
- H. To lobbying groups or political campaigns or causes.
- I. To for-profit organizations.
- J. To members of the FOUNDATION'S Board or Jackson EMC employees or its Board of Directors or their immediate families, as specified in the bylaws.

VI. Grant Range

- A. Grants for individuals and families are generally limited to \$5,000 in a 12-month period.
- B. Grants for groups, organizations or entities are generally limited to \$20,000 in a 12-month period.
- C. For grants exceeding generally established limits in A and B above, the FOUNDATION Board may, by a two-thirds (2/3) vote of the entire Board, make expenditures on behalf of those eligible in Section IV when the Board determines the grant is in keeping with the purpose and spirit of the FOUNDATION and this set of guidelines.

VII. Contributions Administration and Funding

- A. The FOUNDATION shall operate in compliance with Section 501 (c)(3) of the Internal Revenue Code.
- B. Funding for the FOUNDATION may come from the following sources:
 - Participating members
 - Employee donations
 - Unclaimed capital credits that may occur in the future

VIII. Board Responsibility

The FOUNDATION Board of Directors (Board) shall:

- A. Determine a meeting schedule for application review.
- B. Decide how grants will be distributed in accordance with the FOUNDATION bylaws and guidelines.
- C. Be responsible for interpreting these guidelines.
- D. Be thoughtful, diligent and expedient in review of applications, but not obligated to approve applications in any set time frame.