



Community Partner Program Guidelines and Process

About El Paso Electric's Community Partner Program

El Paso Electric actively participates in the community by supporting a diverse mix of civic and charitable programs through its Community Partner Program. El Paso Electric believes contributing to the communities it serves is an important part of its corporate responsibility, and, as such, it helps to define the Company's purpose and commitment to its region.

El Paso Electric Community Partner Program Priorities

El Paso Electric will contribute to programs, organizations, and activities that positively impact the well-being of the region we serve. With limited resources, El Paso Electric places a primary emphasis on those organizations and programs focused on these priority areas:

- **Economic Development:** Increase economic opportunities that impact the long-term economic vitality of our region;
- **Education / STEAM:** Impact the quality and accessibility of education with a focus on furthering STEAM- (science, technology, engineering, arts and mathematics) related programs and student scholarships;
- **Neighborhood and Civic Associations:** Build positive collaborative partnerships between neighborhoods, community organizations and El Paso Electric through neighborhood events and volunteerism to strengthen the engagement with our communities;
- **Environment and Wildlife:** Promote environmental education opportunities, leverage our vast network of volunteers to deliver long-term, measurable results and build partnerships with local environmental nonprofit projects that strengthen the resiliency of our community. This includes efforts focused on sustainable agriculture, wildlife rehabilitation and preservation.

Matching Program – Challenge Grants

Organizations are encouraged to use the El Paso Electric grant as an opportunity to match contributions through a matching opportunity. A priority will be given to programs where the El Paso Electric contribution is used as a challenge grant using internet based software (i.e. GoFundMe, Kickstarter) to match the contribution. Please specify in the contribution application if this is intended.

Application Process

All requests for contributions must be submitted electronically through www.epelectric.com under the "Community" tab.

Application Deadlines

There are two application deadlines per calendar year:

- **March 1** -with decisions being made by April 1

- **August 1** - with decisions being made by September 1

Communication during Application Process

- Acknowledgment of receipt of contribution request will be emailed upon electronic submission of application (either acceptance for review or deficiencies in application).
- After review, applicant will be notified by email of award or denial of request. If contribution is awarded, instructions of how to receive the contribution will be provided. Grantees may be asked to receive their contributions at El Paso Electric offices and participate in a photo opportunity and, possibly, an interview.

El Paso Electric expects all of its grant recipients to comply with all applicable laws, including those governing tax-exempt status and non-discrimination laws.

Eligibility Guidelines

To be considered for a contribution, an organization must:

- Be tax-exempt under section 501(c)(3) of the Internal Revenue Code and not classified as a private foundation;
- Be based and serve communities where our services are provided;
- Should be aligned with our funding priorities;
- Include active and substantial opportunities to include El Paso Electric employee volunteers;
- Include a social media or traditional media component to include El Paso Electric employees and/or overall joint visibility;
- Include an annual summary report that describes how the contribution will continue to make a valuable difference;
- Be a recognized neighborhood or civic association by a municipality or governmental entity (i.e. City of El Paso, City of Las Cruces, El Paso County, Town of Anthony).

Only applications that have been submitted in full shall be considered.

All requests will be required to include the following:

- Name and contact information for Executive Director, Chair, and/or President;
- Name and contact information for Contact Person for the application;
- Proof of IRS nonprofit tax designation;
- EPE Supplier form;
- Mission and history of the organization;
- Description of the program for which funds are being requested;
- A demographic profile of the individuals benefiting from the program;
- The geographic area and size of the group served;
- Names and affiliations of current board members;
- Organization's brochure (if available);
- Affiliation to local or national association;
- Description of how the organization will recognize EPE;
- The names of EPE employees involved with the organization;
- Percentage of the contribution in relation to the project that this funding is for;
- Percentage of the contribution in relation to the total fundraising activity for the organization;

- Percentage of the organization's administrative costs in relation to its total operating budget;
- Copy of the most recent 990 filed with the IRS;
- Copy of the most recent audited financial statements.

In addition:

- Contributions are one-time gifts;
- Only one contribution to any organization will be made each calendar year (if an organization anticipates multiple requests during the calendar year, they must be made simultaneously); and
- Preference will be given to requests from organizations that are actively and substantially supported through volunteer work by El Paso Electric employees.
- Preference will be given to project specific requests.

Contribution levels:

- An organization under the IRS code 501(c)(3) will be eligible for a grant up to \$5,000 per calendar year or as determined by the reviewing committee on a case by case basis.
- Neighborhood and civic associations are eligible for a grant up to \$500 per calendar year.

Generally, El Paso Electric will not provide charitable grants to:

- Organizations that discriminate on the basis of race, gender, religion, veteran, or disability status;
- Organizations that do not have a volunteer leadership committee or volunteer Board of Directors;
- Organizations or programs not located in or providing services within the El Paso Electric service territory;
- Individuals/individual scholarships or sports teams;
- Endowment Funds;
- Organizations that are political or partisan in purpose;
- Travel (or travel-related expenses) for individuals or groups;
- Loans or investments;
- Past operating deficits;
- Religious organizations, churches and programs that are purely denominational in purpose; or
- Capital campaign requests that exceed 5% of total campaign goals.

Contacts:

Texas

George De La Torre
 Manager, External and Public Affairs
 El Paso Electric
 100 North Stanton
 El Paso, Texas 79901
 Phone: 915.543.5823
George.DeLaTorre@epelectric.com

New Mexico

Ricardo Gonzales
 Director, New Mexico External Affairs
 El Paso Electric
 201 N. Water Streets
 Las Cruces, New Mexico 88001
 Phone: 575.523.3506
Rico.Gonzales@epelectric.com