San Miguel Power Association

Policy Type:	Board Policy
Policy No:	150
Title:	Community Focus
Date Reviewed:	September 22, 2020
Date Revised:	September 22, 2020

SUBJECT: COMMUNITY FOCUS

I. OBJECTIVE: To establish a policy concerning the donation of a portion of the Unclaimed Member Dividends of SMPA for the benefit of non-profit organizations, charitable organizations and community events in SMPA's service territory.

From the SMPA Bylaws: In all cases where a Patron fails to claim any deposits, stocks, dividends, capital credits, patronage refunds, or any other property held for him by the Cooperative within six (6) months after the same have been declared payable to him, the Cooperative may recover and use such unclaimed property or funds for expenditures associated with the provision of electric service as directed by the Board of Directors of the Cooperative.

As a cooperative electric association, the provision of electric service is carried out within the context of SMPA's mission, vision and core values.

Service to the communities we serve is an integral part of SMPA's mission. Through this policy, we demonstrate our commitment to the communities we serve and strengthen our organization's connection to our membership.   It deepens member understanding about SMPA and our mission, while informing the Board and employees about the varied needs within our communities, thereby enhancing the provision of electrical service.

II. POLICY:
   A. Funding:
      1. The Community Focus program is not directly tied to the electricity rates of SMPA; instead we draw from unclaimed Member Dividends to fund this program. For years, SMPA has used unclaimed Member Dividends to offer scholarships to students in our service territory who are seeking education beyond high school.   The Community Focus program also uses these funds to assist organizations that enhance our communities.
      2. Funding Process: Funding for the program will draw from Unclaimed Member Dividends. The level of funding will be set annually by the Board in conjunction with the annual budget process.   Once the annual funding level is set, funds will be available for donation requests received within that calendar year.

3. Award of Funding: The program/calendar year will have a quarterly funding cycle. Each quarter will initially have an equal amount of funds to award. If, for example, an annual funding level of $35,000 would initially be allocated as $8,750 per quarter.

4. Unused funds from a previous quarter will roll over to the next. Funds allocated for subsequent quarters may not be used ahead of time without prior Board approval.

5. Matching Funds: SMPA may, at its discretion, apply for matching funds from associated organizations to fulfill requests for donations.

6. Unspent funds: If granted by Board approval, unspent funds may supplement Sharing Success or other programs as determined by the Board.

7. Recurring Sponsorships: Recurring Sponsorships may be identified in the annual budget separate from the Community Focus Program.

B. Program Guidelines:

1. Applicants for grants must have a non-profit status.

2. Donations will be for organizations that conduct projects and programs within SMPA's service territory.

3. Applicants will complete a funding request in writing that includes, at a minimum, the following information:
   (a) Organization Name
   (b) Mailing Address
   (c) Contact Name
   (d) Amount Requested
   (e) Project Costs, If Applicable
   (f) Where and When the Program/Project Will Take Place
   (g) EIN number

4. Donations Categories: Donations will be considered for the projects and programs that support the following categories:
   (a) Community Vitality
      (i) Does this project offer contributions which improve and inspire the community?
   (b) Cultural Heritage
      (i) Does this project help preserve, sustain, or showcase our heritage or what makes our communities unique?
   (c) Economic Impact
      (i) Does this project create or enhance local economic opportunities?
   (d) Education
      (i) Knowledge can improve an individual's life, and in turn their community. Does this project create learning opportunities for those in our community?
   (e) Member Welfare
      (i) Does this project help improve people's quality of life?
   (f) Youth
      (i) Does this project value and support the youth in our community?

5. Restrictions/ Exclusions:

(a) 'For-profit' Organizations

(b) Individuals

(c) Political Campaigns

(d) Religious organizations, unless the program is a non-sectarian social service activity available to the broader community

(e) Endowment Funds

6. Award Criteria:

(a) District Impact

(b) Service Territory Impact

(c) SMPA Recognition

(d) Program Need

(e) Previous Participant

(f) Supporting Documents

(g) SMPA Director Insight

(h) Matching Funds

(i) Partnership and Community Involvement

(j) How well does the project or program support the donation categories as defined above in section B-4?

C. Miscellaneous Policy Items:

1. The Board may, at its discretion, assign the review of applications to a committee.

2. The application will be the main evaluation criteria.

3. In-person presentations to the Board at a regularly scheduled Board meeting will be permitted. Additional handout materials may be submitted with application up to one page.

4. The Board will strive not to let this program dominate the time available for any regularly scheduled Board meeting. If it does the Board may have to call a special meeting or be prepared for an extra lengthy Board meeting to allow time for this program.

III. RESPONSIBILITY: It shall be the responsibility of the General Manager/CEO to see that this policy is implemented and followed.