**Idaho Power’s**

**Community Contribution Guidelines**

**Statement of Objectives**

Idaho Power does not believe its responsibility ends with the delivery of reliable, affordable, and clean energy to its customers. As a corporate citizen, Idaho Power believes its responsibility extends to supporting and participating in activities and organizations that help maintain and improve the quality of life within the communities we serve. Serving those who depend on us is at the center of everything we do. We all prosper by committing to the needs, safety, and success of our customers, communities, employees, and shareholders.

Idaho Power’s contributions of financial and non-financial, or “in-kind,” support are investments in the economic and social viability of the communities we serve. But the benefits to the community and Idaho Power are not always measurable, and subjectivity is a part of every contribution decision. It is our intent of that Idaho Power’s contributions strike a reasonable balance between the need to be accountable and responsible to our shareowners and customers and the desire to contribute to the economic and social needs within communities we serve.

**Evaluation of Requests**

We evaluate each organization that submits a request on its own merits and under several criteria: the quality of the application, the program areas in which it is active, the populations it serves and its operation, and the level of support from other community participants, as examples. Other criteria may include:

* A program’s impact on the community.
* Duplication of government or private efforts.
* The program’s record of achievement or indication of potential.
* The degree to which success or failure can be effectively measured.
* The cost of fundraising activities and administration.
* Evidence of broad community support.

Idaho Power will give particular attention to organizations and contributions that:

* Serve large numbers of people.
* Have programs with long-term effects.
* Include Idaho Power employees.
* Have broad community support.
* Have a history of inclusion and diversity.

Idaho Power will make most of its contributions to programs and projects within its southern Idaho and Oregon service areas.

We will consider requests for capital fund drives, as well as operating and program funds.

At Idaho Power, we continually strive to lead with our values and beliefs. We are committed to creating a diverse and inclusive environment. Our community comes from all walks of life and so do we. All contribution decisions will be made without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

**Categories of Support**

Idaho Power has established five general categories of contributions. These categories are:

* Health and Human Services
* Education
* Culture and Arts
* Civic and Community
* Environment and Recreation
* Other

***Health and Human Services***

To ensure the availability of adequate health care and human service support for employees and other members of the public and to promote the development of new, workable responses to health and human services needs, this category includes:

* Support of organizations dedicated to this cause, and other federated campaigns.
* Hospitals and other health care facilities.
* Agencies for senior citizens and the elderly.
* Youth agencies.
* Local health and human service organizations.

Agencies receiving primary funding from federated drives (e.g., United Way) to which Idaho Power separately contributes are generally not eligible for additional health and human services operating funds. Exceptions may exist in the case of capital fund drives.

***Education***

Priority is given to education to ensure the continued availability of highly skilled, educated men and women to enrich local communities. Idaho Power hopes to draw employees from this pool to encourage continuing research and development in academic areas relevant to the company, and to promote standards of educational excellence.

***Culture and Arts***

Contributions made in this area are intended to encourage high standards of excellence and provide a pool of creative resources in the visual and performing arts for the enrichment of our employees and the community. This category includes support to orchestras, museums, theaters, performing arts programs, cultural arts programs, public radio and television, and non-academic libraries.

***Civic and Community***

Support for organizations and/or programs addressing civic and community needs demonstrates our commitment to increasing citizen awareness and participation in the management of community life. This commitment extends to supporting organizations that provide services for adequate housing and neighborhood improvements, local civic and community projects, conservation activities, and the support of groups desiring to develop workable solutions to community issues.

***Environment and Recreation***

This category provides contributions to organizations and projects that support environmental stewardship, including clean and renewable energy. It also supports the expansion and preservation of recreation opportunities.

***Other***

This category includes support for organizations not included in the four preceding categories, but which have a benevolent or philanthropic purpose relevant to Idaho Power and its communities.

**Eligibility**

To be eligible for consideration for a contribution, an organization generally must:

* Complete all aspects of Idaho Power’s application process.
* Be tax-exempt under the Internal Revenue Code and provide documentation satisfactory to Idaho Power of its tax-exempt status.
* Show program capability, sound fiscal policies, and responsible financial management.
* Have a competent board of directors with policy-making authority that represents the organization and its members
* Be able to identify the need and describe its proposed project or program in relation to other similar programs and show that its proposal does not represent unnecessary duplication.
* Produce a plan for funding ongoing activities beyond the period covered by the proposed contribution, particularly in the case of seed money requests.
* Show a method to evaluate the results of the proposed project.

**Ineligible Organizations**

Idaho Power tries to direct its contributions where they can have the greatest impact while addressing the most critical needs. We receive far more requests than there is money available and acknowledge that we are unable to fund every worthwhile endeavor. Generally, we will not make contributions for:

* Funds for individuals.
* Loans.
* Churches or religious organizations for purposes of religious advocacy.
* Tickets for contests, raffles, or other prize-oriented activities.
* Organizations that discriminate against persons or groups for any reason.
* Individual school programs or projects with limited participation.
* Organizations in which a significant aspect of their operation or function involves lobbying or political activity.
* Fraternal or labor organizations.
* Special occasion good-will advertising.

**Application Process**

Contribution requests should be made in writing to Idaho Power Company, Attn: Corporate Contributions, P.O. Box 70, Boise, ID 83707. All requests for contributions should include:

* A description of the request, the requested amount, and the use of the funds.
* 501 (c)(3) tax-exempt letter or evidence of government agency status under section 170 (c).
* Most recent 990 tax form.
* List of board members and key staff positions.
* General financial information, including total current budget and principal sources and amounts of ongoing annual support. Audited or third-party reviewed financial statements will also be acceptable.
* Description of program activities and goals for the current year.
* Description of the type of recognition Idaho Power may receive in connection with the contribution.

Idaho Power intends to respond to requests for contributions in a timely manner, and generally not more than 60 days following submission of the completed application.

Community Contribution Request

P.O. Box 70, Boise, ID 83707

Instructions: Please complete this form in full and submit it along with any supporting documentation such as Project Budget, IRS Information, Board Member list, etc. Review Idaho Power’s *Community Contribution Guidelines* prior to completing this application.

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| --- | --- |
| Request Date:       | Organization Name:       |
| Tax ID:       | Street Address:       |
| 501c3:       | Suite/Floor:       |
| Contact Name:       | City, State ZIP:       |
| Title:       | E-mail:       |
| Phone:       | Fax:       |
| Project Title:       |

Describe Project and Use of Funds:

|  |  |
| --- | --- |
| Amount Requested:        | Project Term:       |
| Project Start Date:       | Total Project Budget:       |

[ ]  Receiving funding from United Way?

The following information must accompany this application (check each item):

[ ]  501 (c)(3) tax-exempt letter or evidence of government agency status under section 170(c)

[ ]  List of board members and key staff positions

[ ]  General financial information, including total current budget and principal sources and amounts of ongoing annual support

[ ]  Description of program activities and goals for the current year

[ ]  Type of recognition Idaho Power will receive

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| --- | --- | --- |
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 Signature of Authorized Official Title Date

Please mail completed request to: Idaho Power Company

 Attn: Community Contributions

 P.O. Box 70

 Boise, Idaho 83707

Or

Email with attachments to: Contributions@idahopower.com.