

3. Please attach the following:

- Brief description of the organization making the request and list of board members
- Detailed description of the project
- The number of people that will be affected by the project
- Other funding sources and the current year annual budget
- Copy of your organization's IRS letter of determination
- Letter of endorsement from a Westar Energy employee or retiree
- Presentation to the Foundation may be requested

Signature of authorized official _____

Title _____

Date _____

Please mail completed request to:

Westar Energy Foundation
Attn: Foundation President
P.O. Box 889
Topeka, KS 66601-0889

All information supplied will be kept confidential.

Please allow four to six weeks for application processing and response.

Criteria for Application

The Foundation receives many more requests than it has resources to fund. Therefore, requests must adhere to the following criteria:

- Organizations must be recognized as tax-exempt under section 501(c)(3) of the Internal Revenue Code.
- Organizations may submit a "Foundation Grant Request Form" no more than once per calendar year.
- Requests should fulfill the specific need of serving youth and generally do not include capital campaigns.
- The Foundation believes in the one-gift-for-all concept in fundraising campaigns such as those conducted by United Way. Therefore, contributions normally will not be made to member programs that receive support from such organizations.
- Organizations must be located in the Westar Energy service territory.
- Organizations should not be affiliated with political, fraternal or labor organizations.

Exclusions

- Fraternal, ethnic, church or social organizations
- Local youth or athletic programs:
 - Scout troops or 4-H clubs
 - Individual athletic teams
 - Primary and secondary school-related functions (i.e. post-prom gatherings)
- Political organizations
- Organizations without an IRS 501(c)(3) designation
- Medical research or disease campaigns or fundraising walks
- Requests outside the Westar Energy service territory
- Direct assistance to individuals or individual sponsorships
- Conference, convention or meeting sponsorships

CONTRIBUTIONS FOUNDATION PROGRAM



