



Grant Application Form:

The Westar Energy Foundation supports programs that invest in the education of tomorrow’s workforce to ensure that the skills and knowledge required are available to enable our communities and Westar Energy to thrive in the future.

We will target programs that are designed to support the following focus areas:

- 1) Academic performance of youths -We invest in initiatives to improve students’ educational development from kindergarten to career or vocation.
- 2) STEM (science, technology, engineering and math) education – We will support quality programs designed to develop, improve or expand student interest in Science, Technology, Engineering and Math related activities and/or careers.
- 3) Workforce development – We will develop relationships and invest in initiatives that stimulate our community and workforce development which ultimately will help direct potential employees to a utility industry career.

The Foundation receives many more requests than it has resources to fund. Therefore, requests must adhere to certain criteria which are listed in this grant application form, and the form must be completed when submitting a request.

The Foundation president initially reviews requests for contributions for appropriateness and compliance with Foundation guidelines and procedures. The Westar Energy Foundation board then reviews the requests. Contribution decisions will be based on the merits of each request.

Complete this application form, with attachments, and submit it to the address or email listed at the end.

1) **Request date:** _____ **Federal tax ID number:** _____

Charity name: _____ **Contact name:** _____

Contact email address:

Address: _____

Is your location served by Westar Energy?

Y_____ N_____

City, State, Zip: _____

Phone number: (____) _____

Name of executive Director:

Do you receive United Way funding?

Y_____ N_____

Does a Westar Energy employee or retiree volunteer for your organization? Y_____ N_____

If yes, name of employee(s) or retiree(s):

2) Project Title:

Brief project description:

Total budget for project: _____

Amount Requesting: _____

Who and how many will benefit from this project and how?

How will you measure the projects results and follow up with us on the results?

How will you sustain funding for this project after this year?

If a grant is awarded, what type of recognition, promotion or communication will be given in regards to this grant?

Have you received a contribution from Westar Energy in the past? Y_____ N_____

If yes, please list the year, project name and dollar amount.

3) What volunteer opportunities do you have to engage our employees with this project or with your charity?

4) Please attach the following:

- Brief description of the charity making the request and list of board members
- Detailed description of the project
- Other funding sources for this project
- 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 application to:

Westar Energy Foundation
Attn.: Foundation President
818 S. Kansas Ave.
Topeka, KS 66612

Phone: 785-575-1544

Fax: 785-575-8119

Or email your application to:

cynthia.mccarvel@westarenergy.com

Criteria for Application

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

- Charities must be recognized as tax-exempt under section 501(c)3 of the Internal Revenue Code.
- Charities may submit a “Grant Request Form” no more than once a calendar year. Be sure to include all programs or sponsorships you want to be reviewed.
- Requests should fulfill the specific need of serving our focus areas and generally do not include capital campaigns.
- The Foundation will not contribute to tax-supported institutions.
- Charity must be located in the Westar Energy service territory.
- Charities should not be affiliated with political, fraternal or labor organizations.

Exclusions

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

**All information supplied will be kept confidential.
Please allow six to eight weeks for application processing and response.**