



## **TelecomPioneers Charitable Foundation Grant Guidelines**

**Grant Period: January 1, 2020—December 31, 2020**

### **Explanation of Award:**

The strength of Pioneering is the volunteer. Pioneers projects are as diverse as the communities we serve. We take a grassroots approach towards volunteerism, responding to the unique needs of our hometowns. The TelecomPioneers Charitable Foundation (Foundation) provides grants for educational and/or charitable community service projects that make a significant impact in local communities and generate substantial recognition for the Pioneers.

The annual Foundation grant awards are determined by the prior year's investment earnings. The distribution allocation percentage per Group will be based on year end membership numbers.

Typically, organizations will submit grant applications directly to a foundation for financial consideration. The TelecomPioneers Charitable Foundation Grant is different because Pioneers submit grant applications on behalf of the local schools/school systems and/or community service projects they support. The Foundation will fund local Pioneers educational and charitable activities, and not merely serve as a distributor of funds to unaffiliated schools/school systems or other organizations.

### **Eligibility:**

- Any Pioneers Chapter/Council/Club may apply for a Foundation grant.
- For any K-12 school/school system, or community service project to qualify for a grant, the Pioneers Unit must be involved as volunteers within the past 12 months.

### **Mandatory Requirements:**

- Pioneers Chapters/Councils/Clubs applying for a Foundation grant are required to use the *TelecomPioneers Charitable Foundation Grant Application*.



- Applications are due in electronic format to the Group Distribution Committee and/or Group designee on or before February 15, 2020.

**Grant Application/Award Process:**

- Fund distribution amounts for the TelecomPioneers Charitable Foundation Grant will be announced at the December 2019 Board meeting.
- Beginning the week of January 20, 2020, the Group Distribution Committee will communicate the TelecomPioneers Charitable Foundation Grant award requirements/earmarks, application process and timelines to their respective membership.
- Following the February 15, 2020 application deadline, the Group Distribution Committee will meet to evaluate grant applications.
- By March 2, 2020, the Group Distribution Committee will notify the Pioneers Director of Finance of the winners and the amount awarded to each one. The grant application and a TPF1 voucher must be submitted to the Director of Finance for the distribution of funds.
- The PAC will cut checks from the Group account and deposit them directly into the Units’ account on or before March 9. For Canadian Pioneers recipients, checks will be mailed directly to the Canadian Pioneers Group Representative for distribution.
- At the end of the grant period (e.g., January 1, 2020 through December 31, 2020), all unused funds will be returned to Headquarters and distributed the following year.
- The Pioneers Finance and Accounting staff will track all grants to ensure compliance with the grant requirements prior to the distribution of future awards.
- The Group Distribution Committee will return all incomplete grant applications to the Unit President.

**Timeline:**

December 10	<ul style="list-style-type: none"> <li>• Fund distribution for the TelecomPioneers Charitable Foundation Grant will be announced to the at the December 10, 2019 Board meeting</li> </ul>
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<p>January 7</p>	<ul style="list-style-type: none"> <li>• 2019 grant vouchers, receipts and project forms are due to the PAC Associates</li> </ul> <p><b>Note: All other vouchers are due to the PAC by January 7</b></p>
<p>January 15</p>	<ul style="list-style-type: none"> <li>• A true up of the grant distribution for the TelecomPioneers Charitable Foundation Grant will be announced to the Pioneers Board</li> </ul>
<p>Week of January 20</p>	<ul style="list-style-type: none"> <li>• Group Distribution Committees will announce the TelecomPioneers Charitable Foundation Grant award and guidelines to their respective membership</li> </ul>
<p>February 15</p>	<ul style="list-style-type: none"> <li>• Grant applications are due in electronic format to the Group Distribution Committee's designee</li> <li>• The Group Distribution Committee will begin to evaluate grant applications</li> </ul>
<p>February 21</p>	<ul style="list-style-type: none"> <li>• Grant award checks will be deposited into Group accounts for AT&amp;T, Canadian, Legacy West, New Outlook and New Vision Pioneers</li> </ul>
<p>February 28</p>	<ul style="list-style-type: none"> <li>• The Group Distribution Committees will announce grant recipients and funds awarded</li> </ul>
<p>March 2</p>	<ul style="list-style-type: none"> <li>• Each Group's designee will provide the names of the grant recipients and the funds awarded to the Pioneers Director of Finance</li> </ul>
<p>March 9</p>	<ul style="list-style-type: none"> <li>• Chapters/Councils/Clubs will receive award checks from the Group accounts on or before March 15</li> </ul>



**TelecomPioneers Charitable Foundation Grant Application**

*\*Please use a blue font for the application responses\**

**Grant Period: January 1, 2020—December 31, 2020**

**Unit Information**

1. Requesting Pioneers Unit Information:
  - a. Unit Name (Note: If Club, enter name of Council and Chapter):
  - b. Unit’s President’s Name:
  - c. Unit’s Business Address:
  - d. Phone Number:
  - e. Fax Number:
  - f. E-mail Address:
  - g. Website (if applicable):
  
2. Grant Application Contact/Title:
  - a. Telephone Number:
  - b. Fax Number:
  - c. E-mail Address:
  
3. Group Name (e.g., AT&T Pioneers, Canadian Pioneers, Legacy West Pioneers, New Outlook Pioneers, and New Vision Pioneers):
  
4. Number of volunteers and volunteer hours contributed to the school/school system or the community service project during the past 12 months.

	<b>Volunteers</b>	<b>Volunteer Hours</b>
Regular Members		
Life Members		
Partners		
Other		
<b>Total</b>		

5. In prior years, have Pioneers donated funds to these programs?  
 Yes\_\_\_ No\_\_\_  
  
 If yes, what amount was donated? \_\_\_\_\_  
  
 How were the funds raised? \_\_\_\_\_



### **Section 1: Grant Request Information**

1. School/School System or Project Name:
2. Is this a Pioneers project developed and led by Pioneers? If no, please explain.

### **Section 2: Community Need and Impact**

1. Describe in 500 words or less the need for the project and how the needs were determined; project goals and objectives, activities, and timeline.
2. What is the projected impact (e.g., people served, cost savings, etc.)?

### **Section 3: Funding**

1. School/School System or Project Budget: \_\_\_\_\_
2. Dates: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_
3. Amount Requested: \_\_\_\_\_
4. Is the Unit willing to contribute any funds towards this project? If yes, please note the amount.
5. What expenses will the grant money cover? Please attach a copy of the budget.

### **Section 4: Organizational Objectives**

1. What steps will be taken to publicly promote and brand the program/project to give Pioneers and the Group visibility?
2. Describe the steps that will be taken to increase volunteer activity (e.g., engage current members and/or recruit new members).
3. Is the Unit willing to use VolunteerNow! to manage this project and track all volunteer hours?



*Note: If desired, supporting material may be attached to the grant application. There is a limit of two (2) 8.5 x 11 pages for supporting documentation.*

**Section 5: TelecomPioneers Charitable Foundation  
Grant Report Form**

Please complete the attached *TelecomPioneers Charitable Foundation Grant Project Report Form* on how the grant money was used. Summarize key results and/or findings that demonstrate the impact of the program/project.

***Notes: Final entries must be forwarded electronically to the attention of the Group Representative (e.g., Name and E-mail address) on or before January 7, 2021. The forms must be submitted in electronic format only. Late applications will not be considered.***

**TelecomPioneers Charitable Foundation Grant Project Reporting Form**

Project Name: \_\_\_\_\_

Project Completion Date: \_\_\_\_\_

Form and Pictures Due to Director: \_\_\_\_\_

Donation Organization Name: \_\_\_\_\_

Donation Organization Address: \_\_\_\_\_

Donation Organization Contact Person: \_\_\_\_\_

Donation Organization Contact Telephone: \_\_\_\_\_

Donation Organization Contact Email: \_\_\_\_\_

# of Volunteers: \_\_\_\_\_

Volunteer Hours: \_\_\_\_\_

# of Clients served: \_\_\_\_\_

Matching Funds used? \_\_\_No; \_\_\_Yes (\$\_\_\_\_\_)

Brief description of your project: (200 words)

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Respectfully submitted by:

Chapter \_\_\_\_\_ Name: \_\_\_\_\_

Project Coordinator \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_