



Charitable Giving Request Application

Requests must be made in writing and will be considered when this completed form and all required support materials are mailed or emailed to:

Please download and fill out this application.
After it is complete, save and email to:
CorporateGiving@HowardEP.com

Mail to:
Howard Energy Partners
Attn: Corporate Giving
16211 La Cantera Pkwy Ste. 202
San Antonio, TX 78256

For Internal Use Only

Date Received: _____

Approved:

Declined:

Reason for Declination: _____

Date to Send: _____

Approved By: _____

Required information*:

- Proof of 501(c)(3) or similar nonprofit status and that donor contributions are tax deductible
- Background material on the organization and event or program for which you are requesting support

*Your application will be declined if any of the required documentation and information is missing. Documentation submitted with the application will not be returned to you.

Check the area of emphasis for which you are requesting support:

- Disaster Relief
- Education and The Arts
- Health and Human Services

Name of Organization: _____ Federal EIN # _____

Name of Contact: _____

Title: _____

Mailing Address: _____

Apt. or Suite #: _____ City: _____ State: _____ Zip Code: _____

Phone #: _____

Email: _____

Website (optional): _____

Name of Event/Program: _____

Date of Event: _____



Organization Mission Statement:

Brief description of project or program:

Has Howard Energy Partners supported your organization in the past?

Yes

No

If yes, please provide when this occurred and describe the past support.

Recognition for Event Sponsorships and Contributions

Please select how you will acknowledge Howard Energy Partners support and participation. You may attach a list of sponsor benefits or check the boxes below.

- Facebook
- Instagram
- Twitter
- Website

- Signage
- Advertising
 - Print
 - Digital
 - TV/Radio

- Announcements
- Press Releases
- Newsletter/Email

- Direct Mail Piece
- Brochure
- Invitation

I acknowledge I will send all event/organization promotional materials and news releases to Howard Energy Partners for review and approval 72 hours before publication/posting.

Signature

Howard Energy Partners Charitable Giving Guidelines

Howard Energy Partners believes strongly in serving our community and the communities where we live and work. We give to as many community organizations as we can, but it is not feasible to fulfill every request. Therefore, we can only consider organizations and programs that meet the following guidelines:

- All donation requests must complete the application form and must include all the information requested on the application. Please include a description of the organization and its goals.
- Organizations must have a valid tax-exempt 501 (c)(3) status by the Internal Revenue Service.
- Requests need to be received a minimum of eight weeks before events, programs, activities, initiatives or projects begin.
- All organizations must re-apply for funds every year to be considered for funding.
- If an organization submits a request less than eight weeks in advance, it is not likely that they will receive funding.
- Funding approvals will be given to the non-profit through a written agreement.

What does Howard Energy Partners like to support?

The HEP Charitable Giving Program donates to non-profit organizations. HEP favors making donations for activities, programs, projects, initiatives and events that make a visible and positive impact in the communities that we serve.

Causes HEP will fund include:

- Disaster Relief
- Education and Arts
- Health and Human Services

What is not funded through the HEP Charitable Giving Program?

- General Operating Expenses
- Media Productions / School Trips/ Recreational Events / Beauty Pageants
- Team Sponsorships / Athletic Teams
- Lobbying or Political Organizations
- Capital Fund Campaigns
- Raffles or Similar Fundraising Events
- Travel to Competitions or Other Events
- Scholarships to Specific Individuals
- Individual churches, mosques, synagogues or other houses of worship, or any religious projects/organizations whose sole purpose is to further the membership and influence of that religion

Howard Energy Partners, in its sole discretion, reserves the right to make all determinations regarding the organizations and programs to which it will provide support.