



AMERICAN WATER

## American Water Corporate Giving Program Guidelines

At American Water, we're committed to being a good corporate citizen and a good neighbor in the communities where we live and work. Through our community investment programs, and the efforts of thousands of American Water employees nationwide, we partner with our communities to make a difference in the lives of others. Whether it's educating communities on conserving one of earth's most precious natural resources, funding environmental stewardship projects, or helping to meet the needs of local organizations, we believe in the power of people to make a difference.

### Focused Community Investment

American Water invests its resources in innovative programs that serve diverse populations and align with our core business of water and wastewater services. These include the following core focus areas:

- **Water and the Environment**  
Innovative, community-based environmental projects that improve, restore or protect our watersheds and our communities' surface and groundwater.
- **Water and Healthy Living**  
Efforts that contribute to healthy communities by promoting access to safe water and sanitation, educating customers on the health benefits of water and encouraging good hygiene practices.
- **Environmental Education**  
Educational programs which provide information about water conservation, water and wastewater treatment, the water cycle, watershed protection and the environment.
- **Community Sustainability**  
Projects that meet a definitive, sustainable community need, preferably aligned with American Water's core business, and which enrich the lives of the residents who live and work in the communities we serve.

## **Who Does American Water Fund Through This Program?**

American Water is limited in the number of grants we can award. Therefore, we generally support only charitable organizations that hold current tax-exempt status under Section 501(c)(3) of the Internal Revenue Code or to government agencies, including public schools. American Water's corporate giving program does not make contributions to or for:

- Individuals
- Tickets for raffles, contests or other activities with prizes
- Religious organizations (unless the request is for a program offered to the public on a non-discriminatory basis and without regard to the recipient's religious affiliation)
- Endowments
- Debt-reduction campaigns
- Political or partisan organizations or events

## **Successful Grantees**

The most successful grant applications:

- Fund organizations or projects in American Water's service areas
- Link a program to American Water's grant focus areas:
  - Water and the Environment
  - Water and Healthy Living
  - Environmental Education
  - Community Sustainability
- Fund specific programs as opposed to general operating expenses
- Address a demonstrated community need
- Provide an opportunity for American Water employees to volunteer in the community
- Provide the grantee and American Water with recognition in the community

## **Underserved Communities**

American Water's goal is that a portion of the company's total grant-making dollars are invested in underserved communities. In general, these include:

- Low income communities
- Senior citizens
- Persons with disabilities

## **American Water's Community Investment Process**

American Water invests in the communities where we live and work in several ways. The types of support the company offers include financial grants, in-kind donations of property or materials, and volunteer labor including temporary help and board member service. Although there are exceptions, the company typically invests in the following areas which align with our core business:

- Water and the Environment
- Water and Healthy Living
- Environmental Education
- Community Sustainability

### **Who Decides?**

Grant proposals for projects within a particular city or county are submitted or referred to local American Water service district offices for consideration. Employee committees make state and local funding decisions. American Water's Corporate Responsibility department makes decisions on national grant requests with input from staff throughout the utility.

### **How Much?**

The majority of American Water's grants are under \$1,000. Although there are exceptions, American Water usually does not consider multi-year funding requests. Unless previously agreed upon, organizations must submit a new request for funding annually.

Under certain circumstances, American Water may contribute surplus property such as furniture, office supplies or other miscellaneous items, as well as volunteer labor using company assets. The company may also donate temporary use of real estate, such as meeting rooms. American Water is prohibited from donating or reducing the cost of water and/or wastewater services by law.

### **Timing of Grant Request Processing**

American Water's contributions program is funded through the calendar year. Although the company reserves the right to consider requests at any time, grant proposals are typically reviewed the last week of every month. Requests must be received by the 10<sup>th</sup> of the month for consideration during that month's review. Our goal is to respond to proposals within one month.

American Water requires a follow-up report from grantee organizations for grant amounts of \$5,000 or above within six months of receipt of any donation (see attached report template). Funding of subsequent requests is not automatic and reports are an important factor in future funding decisions. Organizations that do not submit a final report will not be considered for future grant funding.

### **Grant Non-Discrimination Practices and Compliance Issues**

#### **Non-Discrimination Practices**

American Water will not fund organizations that, in their by-laws, policies or practices, discriminate on any basis prohibited by applicable law.

## **Charitable Purposes**

Grants may be used only for charitable purposes, and must not be used to promote or oppose any candidate or ballot measure, to advocate any legislative or administrative action, or to personally benefit or compensate any elected official.

## **Legal Compliance**

Applicants must be, and remain, in compliance with all federal, state, and local laws, rules, and regulations.

## **Grant Program Requirements for Grantees**

1. Organizations should determine whether their organization and the funding they seek meet the requirements described in “Who Do We Fund” and should review the list of grants made by American Water to assess whether their request fits into the types of grants the company has made in the past.
2. Only organizations that have received a 501(c)3 designation or who are government agencies (including public schools) are eligible for American Water grant funding.
3. All applicants must submit requests using the American Water grant application form. American Water will not accept or process grant proposals in any other format. Organizations must submit a completed application only. Incomplete applications will not be considered. Applicants should keep a copy of their completed application for future reference.
4. Complete the American Water *corporate* grant application for national grant requests, or for projects that encompass more than one American Water state.
5. See our state subsidiary websites to apply for grants for specific states or local communities. You can find this information under State Site>About Us>Community Involvement>Community Giving.

For questions about completing the *corporate* grant application, please Debra Vernon of American Water’s Corporate Responsibility staff at [debra.vernon@amwater.com](mailto:debra.vernon@amwater.com).

For questions about completing *state* grant applications, please contact your local external affairs representative. A contact list can be found [here](#).