

Guidelines for KNBT Charitable Foundation
Effective 1/1/2008

1. The Foundation meets a maximum of four (4) times per year, in the months of March, June, September and December. Dates for each month are chosen by the Directors.
2. For the March meeting, applications must be received by February 15; for June, by May 15; for September, by August 15; and for December by November 15. These deadlines will be strictly observed.
3. Grants will be distributed by June 30 for decisions made in the March and June meetings; and by December 31 for decisions made in September and December.
4. At their discretion, the Board of Directors may use up to twenty percent (20%) of any year's total distribution for project (s) for which proposals have not been submitted.
5. The Directors seek to spread available grant dollars over as many proposals of merit as possible. Thus a one-year grant does not guarantee or even imply that a subsequent year grant will be made to the same organization.
6. Requests (single year or multiple year) for grants of \$25,000 or more will be considered only at the December meeting, regardless of the time of their submission and must be submitted by August 15. A 501 (c)(3) receiving a capital grant will not be awarded a grant for operations or program in any year in which the capital grant is being paid.
7. A grant for a capital project will not exceed a maximum of 10% of the total cost of the project for which the request is made.
8. Grants for operations and program will not be made to the same organization for more than two (2) consecutive years.
9. The Foundation will not award more than a maximum of 40% of its annual distribution for "program and operations". (N.B.: "program and operations" does not include sponsorships or tables and tickets at events.)
10. Grants for capital projects will not be released until construction has begun.
11. If a grant has not been used for the purpose stipulated in the proposal within twelve (12) months of the date of its distribution:
 - a. The organization may use the grant for another requested purpose, subject to the approval of the Directors; or
 - b. The Directors may declare the grant "failed" and order that it be returned to the Foundation, without prejudice to the organization.
12. The Foundation does not contribute to endowment funds or to debt reduction.
13. A grantee organization must submit a report on its use of the Foundation's funds within six (6) months of the date of the grant. Failure to do so will render the organization ineligible to receive a grant the following year.

Exceptions to these guidelines may be made at anytime for good cause at the discretion of the Directors.

These guidelines are subject to change at anytime by vote of Directors.