



COMMUNITY CONTRIBUTIONS GRANT REQUEST GUIDELINES

Who May Apply

Applicants must be not-for-profit, tax exempt, have secured 501(c) status, serve a public purpose, and be a Jefferson Utilities customer. The applicant shall provide a copy of its most recent financial statement with the application.

Purposes For Which Grants May Be Requested

- Projects/events should be for educational, cultural, charitable, or benevolent purposes that will benefit and improve the Jefferson community.
- Projects should be creative, innovative, and address community needs.
- Projects are expected to be accomplished within a specific period of time.
- Projects/events should positively promote the relationship between the Jefferson community and the Utility.

Jefferson Utilities does not Award Grants:

- To pay wages or salaries.
- To annual drives to eliminate previously incurred deficits or expenses.
- To endowment funds.
- For religious or sectarian purposes.
- To individuals other than awards to pre-established scholarship funds.
- For lobbying, partisan political purposes, or campaigns.
- Events held outside of City limits.

Amount to be Awarded as Grants

Each year, Jefferson Utilities shall budget the estimated amount to be awarded as grants for the upcoming year. The total amount of yearly grants may not exceed the amount budgeted. The amount budgeted shall be based on the following factors:

- The fiscal strengths of the Utility.
- The amount (if any) which WPPI Energy reimburses the Utility for making grants.
- The balance of funds that have been budgeted for grants, but not awarded in prior years.
- The amount of the grant shall not exceed the sum of \$1,000 per applicant.

Promotion of Jefferson Utilities

If a grant is bestowed by Jefferson Utilities, the successful applicant shall disclose the fact and take active steps to promote Jefferson Utilities' contributions to the community.

Miscellaneous

The grant request applications must be approved and signed by a supervisor when applicable. All applications must be either mailed or delivered to Jefferson Utilities, 425 Collins Road, Jefferson WI 53549.

Revised: April 14, 2025



**APPLICATION FOR COMMUNITY CONTRIBUTIONS GRANT
FROM JEFFERSON UTILITY COMMISSION**

Name of Organization: _____ Date: _____

Contact Name: _____ Phone Number: _____

Email: _____

Mailing Address: _____

Organization's Customer Account Number: _____

1. State whether your organization is a non-profit and/or a tax-exemption entity and whether or not you have secured a 501(c) status. Please include with this application a copy of your organization's most recent financial statement.
2. State the amount of the Grant that you are requesting. _____
3. Is the grant for a specific event? If so, please provide the name of the event, the details of the event, the date(s) of the event and where within the City limits will the event be held.
4. Is the grant for a specific project? If so, please provide the name of the project, the start and end date of the project and where within the City limits is this project targeted for.

Please provide the details of your project and how the project will address a community need or enhance the community environment of Jefferson, WI

5. Please include with this application any diagrams, summaries, or other documents that will help explain the purpose of your request.

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FROM JEFFERSON UTILITY COMMISSION**

6. State how the project will positively promote the relationship between the Jefferson Community and Jefferson Utilities. Including how you plan to advertise Jefferson Utilities' sponsorship to ensure public recognition.

7. State the entire budget that has been established for the project/event.

8. State what other fundraising efforts (besides this request) will be done to raise the necessary funds for this project/event.

9. State what may happen to the project/event if this application for a grant is denied.

10. State whether the controlling board of your organization has officially approved this request for a grant from the Jefferson Utility Commission.

Signature: _____ Date: _____

Print Name: _____

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