



NTEC 2021 Community Benefit Fund Guidelines

Objective

The objective of the Navajo Transitional Energy Company Community Benefit Fund (CBF) Grant is to create sustainable, long-term value for the communities to ensure lasting social, environmental and economic benefit. While Navajo Mine operations provide the essential needs for communities today, it is crucial the needs of future generations are not compromised, and they have the ability and resources to meet their needs.

Background

Navajo Mine began operations in 1963 at Nenahnezad N.M. In January 2014, Navajo Transitional Energy Company, LLC assumed ownership of the Navajo Mine.

Eligibility

The applicant must meet the following guidelines, if applicable:

- 501(c)(3) non-profit organization tax-exempt letter
- Approved education or community-based entity with an existing operational budget

All project selection and awards are made at the discretion of NTEC, and an application submission will not in any way create a right, entitlement, or contract to any program submitting a project proposal.

All eligible entities and organizations may submit only one project application per funding year.

Applicants must meet NTEC Community Benefit Fund guidelines for determination and award. No portions of the grant may be carried over into the next funding year. All funding must be used in the year it was awarded for.

Support period

Financial grant to support eligible project will be offered for one calendar year only: January 2022 – December 2022

Reporting and Evaluation

All successful applicants are required to evaluate their project against objectives and key performance indicators on a quarterly basis by submitting a quarterly and closing report. All reports must include 2 photos of the project's progress.

Failure to abide by the NTEC process and procedures guidelines will prevent the applicant from future Community Benefit Fund considerations.



Program Preferences and Funding Categories

The evaluation of grant applications is at the discretion of NTEC in accordance with established guidelines and merit. Each application will be considered on its individual project qualities. Projects are not guaranteed full funding, regardless of merit.

The CBF supports local projects that provide long-term sustainable benefits to the community. Projects that provide innovative solutions and solve local problems are preferred.

Additionally, preference is given to projects that potentially align strategically with NTEC's Core Values which are: Do the right thing—Empower people and communities—Create multi-generational solutions—Operate a world-class energy company.

Evaluating Criteria will include demographics, location, probability of success and overall impact to the community.

The funding categories are:

- Education and Youth Development
- Economic Development
- Energy Sustainability
- Environmental Stewardship

Activities Not Eligible for Funding

The following are not considered for funding:

- Applications from political organizations and campaigns of elected officials
- Applications from religious organizations for religious purposes
- Applications from government agencies for projects that do not directly benefit the community, except for Navajo Nation Chapters with an existing operational budget
- Applications from Environmental Advocacy Group or affiliates to fund lawsuits or operational expenses
- Recurring expenses caused by shortfalls in government funding
- Travel costs/ travel-related expenses including but not limited to: Air fare, bus tickets, meals, accommodation, mileage and car rentals
- Entertainment costs associated with travel (e.g., travel to events, etc.)
- Requests that benefit an individual or small group of individuals
- Incomplete or late applications
- Individual benefits such as salary, stipends, wages or consultant fees

How to apply

All funding requests are made through a formal application. The application and supporting documents must be submitted electronically or hand delivered to NTEC's Farmington office. School programs must provide documentation of project approval from the school administration. Navajo Nation Chapter applications must include a chapter resolution supporting the request of funds for the selected project.



What needs to be included

- Cover Letter on official letterhead
- NTEC Community Benefit Fund application
- Federal W-9 form
- Chapter resolution or administration letter of approval for school programs
- 501(c) (3) non-profit organization tax-exempt letter
- Upon selection for an award, applicant will be asked to submit bank verification of account and routing information (i.e. letter from bank or voided check). Must be in the name of the organization, no personal accounts or third party accounts are accepted

When to apply

Applications will be accepted from August 9 to October 15, 2021 for inclusion in NTEC's 2022 calendar year budget. (January 2022– December 2022) **All applications must be received in the Farmington office or electronically by October 15, 2021 at the 5p.m. deadline.**

How to apply

Mailed submissions will not be accepted. All applications must be either emailed or hand delivered.

By email send applications with supporting documents to:

nteccbf@navenergy.com

Deliver in person applications with supporting documents to:

4801 N. Butler Ave.
Building 2000
Farmington, N.M. 87401

For more information

www.navenergy.com/navajo-community-benefit-fund/

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Notification

All applicants will be notified of final decision regardless of outcome.