

## NTEC Community Benefit Fund Guidelines

---

### Objective

The objective of the Navajo Transitional Energy Company Community Benefit Fund (NTEC CBF ) Grant is to assist Navajo Communities by supporting projects that create sustainable, long-term social, environmental and economic benefit.

### Background

The Navajo Nation created Navajo Transitional Energy Company, LLC, (NTEC) in 2013 under Navajo law as an autonomous commercial entity to promote the development, economic, financial, social and cultural well-being of the Navajo People and the Navajo Nation. Since then, NTEC has increased it's holdings and capacity to become the third largest coal producer in the United States. NTEC has international and domestic customers and employees about 1,500 people.

### NTEC CBF Grant Eligibility

The applicant must meet one of the following criteria:

- 501(c)(3) non-profit organization
- Educational entity
- Navajo Nation Chapter with an existing operational budget

All project selection and awards are made at the discretion of NTEC. 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. All funding must be used in the calendar year it is awarded.

### Support period

Awarded grants supporting eligible projects will be offered for one calendar year only: January – December.

### Reporting and Evaluation

All successful applications are required to evaluate their project against objectives and key performance indicators at a mid-year point and at closing. Formal Semi Annual and Closing reports will be sent to applicants after awards are announced. Each report must include two 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 consideration.



## Notification

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

## Program Preferences and Funding Categories

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

The NTEC CBF supports local projects that provide long-term sustainable benefits to their community. 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, key community need, probability of success and overall impact to Navajo people in their local community.

The funding project categories are:

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

## Activities Not Eligible for Funding

The following are not considered for funding:

- Applications from political organizations and/or campaigns of elected officials
- Applications from religious organizations for religious purposes
- Applications from government agencies for projects that do not directly benefit the community
- Applications from groups 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
- Requests that benefit an individual or small group of individuals
- Organization operating/administrative cost such as salary, stipends, wages or consultant fees, office and maintenance fees
- Incomplete or late applications

## How to apply

All funding requests are made through a formal application. The application and supporting documents must be submitted electronically, mailed 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.



### When to apply

The application period will begin in August each calendar year and conclude in mid-October. **All applications must be received by 5:00 PM on the announced closing date or postmarked by the closing date.** Late applications will not be considered for funding.

### What needs to be included

- Cover Letter on official letterhead
- NTEC Community Benefit Fund application
- Federal W-9 form
- One of the following:
  - For non-profit organizations 501(c) (3) tax-exempt letter
  - For Navajo Chapters a resolution with final approval noted
  - For school programs an Administration letter of approval/support

### How to apply

- **By Mail - must be post marked by deadline.**  
NTEC not responsible for lost or delayed mail.
- **By email - send PDF applications with supporting documents to:**  
[nteccbf@NavEnergy.com](mailto:nteccbf@NavEnergy.com)
- **Deliver in person applications with supporting documents to:**  
4801 N. Butler Ave.  
Building #12,000  
Farmington, N.M. 87401

### For more information

[www.navenergy.com/navajo-community-benefit-fund/](http://www.navenergy.com/navajo-community-benefit-fund/)

Kay Nave-Mark, Community Relations Supervisor  
Office (505) 598-3377  
Mobile (505) 543-0223  
[Kay.Nave-Mark@NavEnergy.com](mailto:Kay.Nave-Mark@NavEnergy.com)