**Tacoma Public Utilities**

**Requests for Community Support or In-Kind Services**

**Mission and Values**

Tacoma Public Utilities (TPU) is a department of the City of Tacoma. Its three operating divisions are Tacoma Power, Tacoma Water and Tacoma Rail. Click! Network is a business unit within Tacoma Power.

**Our mission:** Tacoma Public Utilities provides services that are vital to our quality of life.

We believe in and are committed to:

* Serving our customers
* Respecting people
* Caring for our community and the environment
* Achieving excellence
* Operating safely

**Guidelines**

TPU’s senior management team evaluates requests based on the following criteria:

**Applicants must:**

* Be a registered 501(c)(3) nonprofit organization
* Operate within Tacoma Public Utilities’ services territory
* Prove a link to proper utility purposes **(see section on page 2)**
* Align with the City Charter and all legal requirements
* Not be in violation of the prohibition against gifts of public funds

**We cannot accept requests for the following:**

* Scholarships or donations for individuals to attend camps, schools, etc.
* Sports teams or sporting-related events
* Political organizations or candidates for political office
* Organizations that discriminate against any group
* Programs that promote or endorse a specific religious affiliation
* Enclosures with utility bills
* Programs outside of our service or project areas
* For-profit organizations
* More than one request per organization per year

**Proper Utility Purposes**

We can only provide support to programs that help TPU achieve one of the following:

* Invest in nonprofit capital projects aimed at power or water conservation.
* Promote utility-related professional development of TPU employees and partners or activities that support recruitment for utility-specific jobs.
* Helps TPU practice environmental protection, stewardship or conservation in accordance with TPU’s Environmental Policy.
* Build relationships and communicate with hard-to-reach audiences, for instance:
	+ Opportunities for translation of TPU messaging (conservation, safety, etc.) to non-English speaking audiences
	+ Engaging with customers eligible for specific programs or discount rates
	+ Opportunities to educate customers about the relationship between power and water conservation and lower utility bills

**Funding Requests**

Tacoma Public Utilities supports community programs that align with its business objectives and meet the guidelines mentioned above. Several factors influence funding decisions, including available resources and benefits to TPU and its customers.

TPU only reviews those applications that meet the above criteria. Agency representatives seeking support must complete a Request for Support application. Applications must be received by 5 p.m. on the due date to be considered.

TPU reviews application quarterly as long as budget constraints allow. Funding will not be automatically renewed nor guaranteed from year to year.All applicants for 2020 are encouraged to apply by the first application deadline of January 10th, 2020.

Upon approval of the request and prior to the event date, the event management and TPU will be required to sign a contract stating the funding amount and benefits to TPU.

The decision meeting of the applications for 2020 will occur as follows:

1st Application deadline: Jan. 10 | Notification date: Feb. 7

2nd Application deadline: April 3 | Notification date: May 10

3rd Application deadline: July 10 | Notification date: Aug. 7

Final Application deadline for 2020: Oct. 2 | Notification date: Nov. 6

TPU will respond to all applications, in writing, by the notification dates listed.

**Evaluation**

All requests will be evaluated by the Director of Utilities in conjunction with TPU’s executive management team. The Public Utility Board may also review certain requests.

Direct applications, inquiries and questions to John Gaines, Community Relations Manager, at (253) 441-4661 or Jgaines1@cityoftacoma.org or LaTasha Wortham, Regional Relations Manager, at (253) 441-4659 or Lwortham@cityoftacoma.org

**Today’s Date:**

**Organization’s Name:**

**Organization’s Mission:**

**Mailing Address:**

**City/State/Zip:

Organization Tax ID Number:**

 **Contact Person:**

**Title:**

**Telephone:**

**Email:**

**Executive Director:**

**Telephone:**

**Email:**

**Event Name:**

**Event Date:**

**Event Location:**

 **Description of Event:**

**Is this a request for financial support?** **□ Yes** **□ No**

**If yes, how much are you requesting? $**

**Describe specifically how you would use the support to meet proper utility purposes. Be specific:**

**Please list other funding sources for this event - including but not limited to confirmed sponsors and amounts as well as pending sponsors and amounts.**

**Is this a request for in-kind support?** **□ Yes** **□ No**

**If yes, describe the request. Be specific.**

**Will you need power or water permits? □ Yes □ No**

**If permits are requested, please list the exact physical location, by address if possible, of any power or water connections for your event.**

**Who is your intended audience for this event?**

**Is the event open to the public? □ Yes** **□ No**

**What does it cost for public to attend the event? $**

**How many people do you anticipate will attend your event?**

**What geographic population does your agency serve?**

 **What community issue(s) is your agency trying to address?**

**How will you measure success of the program?**

**Describe the benefits and tie to utility business. How you will track and report back to TPU the benefits? Be specific.**

**How will you recognize TPU’s support? Be specific.**

Please attach any other information that will help TPU evaluate this request.

You must include the following with the completed request form:

* A copy of Treasury or IRS letter indicating 501(c)(3) tax-exempt status
* A list of board of directors or equivalent

**Return form and supporting documents to:**

John Gaines or LaTasha Wortham

Tacoma Public Utilities

3628 S. 35th Street

Tacoma WA 98409

-or-

Jgaines1@cityoftacoma.org or LWortham@cityoftacoma.org