



Building Strong Communities

Charitable Donation Request Form

Organization: _____ Date: _____

Contact Person/Title: _____ Phone: _____

Organization's Address: _____ City: _____ State: _____ ZIP: _____

Email: _____ Organization Tax ID/EIN: _____

Benefitting: Youth/Education Military Veterans Community Improvement Other

A Knife River employee/customer is involved in the project/org: Yes No Unknown

Name of employee/customer, if "yes": _____

The organization has 501(c)(3) status: Yes No (If yes, please include copy of IRS letter)

Please make sure your proposal includes the following information, if applicable:

- A description of your organization/project, including its mission, goals and objectives.
- A list of key staff and directors.
- A list of other corporations providing funding to the project/org.
- Completed W9.
- Current operating budget and latest financial statement.

What services does your organization/project provide? _____

How will this donation be used, and what is the intended impact? _____

Where is the project/organization located? _____

Amount requested (or product/service): _____

Project start/completion date: _____

By what date do you need the contribution? _____

Turn this form in to your local Knife River office. Current team members submitting a request, please submit to local HR once approved by your manager.

For Internal Use

Notes: _____

Approved Amount: _____ Check to be mailed to Org Route check to General Manager

General Manager Approval: _____ Date: _____

VP's Approval (if over \$1,000): _____ Date: _____

President Approval (if over \$2,500): _____ Date: _____

Accounting Coding (may include multiple HBUs with % of split): _____

Donation Account Codes: 7531.102 Operations / 8563.100 Admin

President's approval required on any requested amount if "Benefiting" is "other" and not one of the three KRC priority areas.



Building Strong Communities

Charitable Giving Guidelines

Priorities

Knife River aims to strengthen the communities where our team members live and work. In addition to in-kind contributions and volunteer resources, we support projects and programs that help make the lives of people in our communities safer, successful and more resilient. We focus our giving in three key areas:

- **Youth/Education.** We support efforts that help:
 - Vulnerable children and families.
 - Improve access to education for children.
 - Build skills in vocational areas, particularly construction.
 - Develop partnerships with higher-education institutions in the areas of infrastructure building, engineering, and health and safety.
- **Military Veterans.** We support efforts focused on veterans' assistance in all areas of need.
- **Community Improvement.** We support efforts to enrich and improve our communities, from "brick-and-mortar" projects to parks to programs addressing hunger and improving community health (both mental and physical).

Preferences

Preference will be given to requests that demonstrate the following:

- The applicant is a registered nonprofit, nongovernmental, civic or educational organization that complies with local tax laws.
- The applicant organization provides evidence of its leadership, sound financial practices, the impact of its efforts, and its capacity to implement initiatives and evaluate the success of those initiatives.
- The organization, program or project aligns with Knife River's values and business priorities, including our principles of inclusion and diversity, as embodied in our Leading with Integrity Guide.
- The organization, program or project serves communities where Knife River operates.
- The organization, program or project engages Knife River employees and leverages their expertise.
- The organization, program or project addresses long-term solutions to issues.
- The organization, program or project has clear objectives, indicators of success, and a plan to measure and report on the outcomes.
- The organization, program or project provides opportunities to collaborate with others (e.g., other governmental, civil-society or industry partners) working on similar issues.

Possible Exclusions

We receive many requests and support many efforts. Some groups/activities that typically fall outside of our giving priorities include:

- Organizations without 501(c)(3) status.
- Organizations providing services primarily to animals.
- Religious groups for religious purposes.
- Lobbying/political organizations for political purposes.
- Fraternal organizations and member-based service organizations.
- Travel.
- Advertising, publications, films or television production or programming.

Knife River does not support organizations whose programs discriminate based on race/ethnicity, color, national origin, ancestry, sex/gender, gender identity/expression, sexual orientation, marital/parental status, pregnancy/childbirth or related conditions, religion, creed, age, disability, genetic information, military service/veteran status, disabled veteran, recently separated veteran, other protected veteran, Armed Forces service medal veteran, or any other characteristic protected by law.