



Hawaiian Electric Industries, Inc.

## HEI Charitable Foundation

P.O. Box 730

Honolulu, HI 96808-0730

Telephone: 808-543-7601 • Fax: 808-543-7602

## Hawaiian Electric Industries Charitable Foundation Guidelines

One of HEI's missions is to be a good corporate citizen, and the establishment of the Hawaiian Electric Industries (HEI) Charitable Foundation is, in part, recognition of our responsibility to assume leadership in making our community a better place in which to live for all of Hawaii's people.

Only 501(c)(3) organizations to which contributions are deductible for tax purposes under Section 170 of the Internal Revenue Code (1954) as amended will be eligible for assistance.

Emphasis will be given to funding programs in the following categories:

- Community Development
- Education
- Environment
- Family Services

Particular consideration will be given to organizations or programs:

- which demonstrate cost-effectiveness by maximizing the achievement of goals while utilizing a minimum of resources,
- in communities where the company has or will have a significant presence,
- which provide recognition and goodwill for the company,

- which further the well-being of the company's employees and their interests,
- which enhance business development opportunities for HEI companies, and
- which are actively supported by volunteers from the company and/or foster camaraderie within.

Generally, only one donation will be given in a calendar year to any non-profit organization. In addition, support from the United Way will be a factor in the consideration process.

Contributions will not normally be provided for:

- activities to replace government support,
- programs outside the areas served by HEI companies,
- religious activities of a particular denomination,
- veterans, fraternal or labor organizations, unless the purpose benefits all the people in the community,
- political funds,
- program advertising,
- direct support for specific individuals.

Multi-year and capital pledges are very limited.

### APPLYING:

A grant application must be submitted for consideration with the necessary documentation as follows:

- non-profit organization mission statement,
- proposal narrative (the primary objective of your proposed project or activity, information on the need or problem, how the project will be administered, how it fills a need not met by others, how it will improve the business, social or surrounding environment in which our company operates, the population to be served, and the plan for project or program evaluation),
- the amount being requested,
- program budget (information on your organization and budget for this project, information regarding sources of revenue, other requests outstanding, contributions already received and the donors, including support from your officers and board members, and grant request as a percentage of total budget),
- a copy of your latest management audit, cost-effectiveness study or lacking either, an explanation of method(s) used to determine your cost-effectiveness,
- a breakdown of monies spent on your major programs,
- a list of your Board of Directors and HEI employees actively involved with the non-profit organization,
- an IRS notification letter substantiating your current 501(c)(3) tax-exempt status,
- a current Form 990,
- a current financial audit

- chief executive officer's compensation and benefits,
- the number of paid staff members and volunteers, and
- an outline of plans for acknowledging our contribution.

### PROCEDURES:

Requests are presented on a quarterly basis to the HEI Charitable Foundation Board. In order to have a grant request considered at the quarterly meeting a non-profit organization must submit a completed grant application by the first of January, April, July or October.

### QUESTIONS:

HEI Community Relations administers the HEI Charitable Foundation. Please feel free to contact HEI Community Relations for any additional information or assistance.

Mail address: HEI Charitable Foundation (KS4-9Z)  
P.O. Box 730  
Honolulu, HI 96808-0730  
Email address: [heicf@hei.com](mailto:heicf@hei.com)  
Phone number: (808)543-7601