



Wyoming Community Gas, in partnership with ONEOK Energy Marketing Company, has been supporting local communities through its monetary distributions to member cities for community projects. In recent years, further community support has been through donations to LIEAP (Low Income Energy Assistance Program).

Wyoming Community Gas is pleased to sponsor the *Wyoming Community Grant Program* through a special donation from ONEOK Energy Marketing Company. This grant is available to all Wyoming cities and organizations in the Choice Gas Program area, regardless of membership in the Wyoming Community Gas Joint Powers Board, for projects that will improve the quality of life in the community.

If you are interested in applying for a *Wyoming Community Grant* please complete and return the enclosed application and required documents to:

Stephanie Reeves  
Wyoming Community Gas  
2116 Pioneer  
Cheyenne WY 82001.

Applications must be mailed to the Wyoming Community Gas office (2116 Pioneer, Cheyenne, WY 82001) postmarked no later than December 31, 2011. An Information Sheet and Grant Guidelines are also enclosed.

If you have any questions concerning this grant, please contact your local City/Town Hall, county office or chamber office or you can call Stephanie Reeves, Wyoming Community Gas, (307) 775-9323.

Sincerely,

Donna Geho, Chairman  
Wyoming Community Gas Joint Powers Board

2116 Pioneer Ave Cheyenne, WY 82001  
Phone: 307-775-9323 Fax: 307-775-9324  
[sreeves@oneok.com](mailto:sreeves@oneok.com) [www.wyomingcommunitygas.org](http://www.wyomingcommunitygas.org)



Wyoming Community Gas is a not-for-profit consortium of municipalities (Joint Powers Board) that operates as a hometown supplier since the Choice Gas Program began in 1996. Our Board of Directors is composed of elected officials and municipal staff from member communities. Each year, Wyoming Community Gas distributes earnings back to its member communities for development of community projects. Wyoming Community Gas has formed an alliance with ONEOK, Inc., a diversified energy company with nearly 100 years of experience providing natural gas service to customers.

ONEOK, Inc. has contributed money for the Wyoming Community Grant Program to be sponsored through Wyoming Community Gas. These grants are to invest in programs that enhance quality of life with community projects in the Wyoming Choice Gas program service areas. This grant program will be funded through additional financial contributions from ONEOK, Inc. and is available to all communities and agencies in Choice Gas area whether they are a member of the joint powers board or not. Grants will be awarded by merit only. Grants for community enhancement projects will be limited to a \$2,500 maximum.

Completed grant requests must be mailed to the Wyoming Community Gas office (2116 Pioneer, Cheyenne, WY 82001) postmarked no later than December 31, 2011. Grant requests will be reviewed by the Wyoming Community Grants committee with recommendations given to the Wyoming Community Gas Board of Directors. Grant selection approvals will be made at the March meeting with distribution in April 2012.

## Guidelines

### Mission:

To wisely invest Wyoming Community Grants in programs that enhances the quality of life with community projects in the Wyoming Choice Gas program service areas.

### Qualifying Applicants

- o Arts and Culture
- o Community Improvement

### Qualifying Criteria

- o **Grants cannot be used for operations, salaries or to supplement the general fund.**
- o **Grant monies must be used within one (1) year. Progress reports are to be submitted to the Wyoming Community Gas office quarterly with completion documentation, including pictures, for a final project report.**
- o Government and governmental agencies such as cities and towns.
- o Organization is exempt from federal income tax under section 501(c) (3) or 501(c) (6) of the Internal Revenue Service Code
- o Charitable organization is in full compliance with all federal, state, and local laws or regulations
- o Project addresses community-related issues in communities in the Wyoming Choice Gas program area
- o Grants generally will not be given to private foundations
- o Grants will not be given to individual persons
- o Grants will not be given to tax-supported organizations or religious groups and churches, except for programs or projects that broadly benefit the community.
- o Grants will not be given to individual schools/colleges or individual school/college foundations

### Grant Requests Should Include The Following Information:

- o Proposal Summary. Brief description of the program or project for which funding is being requested, including target population, number of people who will be served, and desired impact.
- o Amount of the request, not to exceed \$2,500.
- o Total fund-raising goal for the project.
- o Organization's mission statement.
- o Organization's project budget. Project sources of funding.
- o List of organization's directors and/or list of project committee members.
- o Attached copy of organization's 501 (c) (3) or 501(c) (6) tax-exempt status from the IRS.
- o Attached copy of organization's W-9 form, which verifies its taxpayer identification number.
- o If a Request is from a city or town, then a Resolution passed by the council must be attached.
- o Written permission from property owner if property to be used is not private, i.e. city, county, state, or federal.
- o If entity is in any form a corporation, a certificate of corporate status must be provided.

Grant requests must be mailed to the Wyoming Community Gas office (2116 Pioneer, Cheyenne, WY 82001) postmarked no later than December 31, 2011. Grant requests will be reviewed by the Wyoming Community Grants committee who will make recommendations to the WCG Board of Directors.

**If you have any questions regarding your project qualifications contact Stephanie Reeves, Wyoming Community Gas Senior Gas Marketing Representative, 307-775-9323. Mailing Address: 2116 Pioneer Ave, Cheyenne, WY 82001.**

Wyoming Community Grant Request Form

**Please return this form to:**

**Wyoming Community Grant Program  
c/o Wyoming Community Gas  
2116 Pioneer Avenue  
Cheyenne, WY 82001**

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**PART A** (to be completed by organization)

Date: \_\_\_\_\_ Amount of Request: \$ \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Fed.ID#: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

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- Have you, or will you, receive funding from other organizations specific to this project?  
**Y** or **N** If yes, total dollar amount received: \$ \_\_\_\_\_
  - Will you be able to complete your objective if only partially funded? **Y** or **N**

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**PART B** Please complete the following checklist and attach copies of the following:

- ( ) Completed Wyoming Community Grant Request Form. Please provide all information requested.
- ( ) IRS 501(c) (3) or 501(c) (6) status letter and W-9 form.
- ( ) Supporting documents
- ( ) Project Budget
- ( ) Others who financially support the organization & their contribution levels
- ( ) List of organization's directors and/or project committee members
- ( ) Corporate Status Certificate
- ( ) **Proposal Summary** (Limit to one page with supporting documents)

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**I certify that this project meets all criteria as outlined in the guidelines and have provided all documents required in Part B.**

**X** \_\_\_\_\_

**Print Name:** \_\_\_\_\_