

POLICIES OF  
ADAMS-COLUMBIA  
COMMUNITY FUND, INC.

Revised and Approved  
January 28, 2002  
(Revised 9/26/11)  
(Revised 9/28/15)  
(Revised 7/26/21)

**ADAMS-COLUMBIA COMMUNITY FUND, INC.  
BOARD POLICY ON STANDARDS FOR ELIGIBILITY**

Funding requests shall require Board approval.

1. Financial Assistance to the Poor or Underprivileged
2. Projects to Combat Community Deterioration or Juvenile Delinquency
3. Funding for Public Buildings or Public Works
4. Contributions to Other Exempt Organizations
5. In general, fund-raising at the discretion of the board may not be provided for:
  - a) Operating Expenses (except as provided for Public Building or Works)
  - b) Endowments
  - c) Debt Retirement
  - d) Annual Fundraising Campaigns
  - e) Scholarships – further decided individual school projects would not qualify (trips, etc.)
  - f) Religious Organizations for Religious Purposes
  - g) Fundraising Events
  - h) Programs Benefiting Specific Individuals (Example: School Trip for individual.)

The Board may obtain administrative assistance for review of the applications.

**ADAMS-COLUMBIA COMMUNITY FUND, INC.**  
**BOARD POLICY ON APPLICATION FOR A FUNDING REQUEST**

Applications shall be made to the board of directors, and shall include at least the following:

1. Name and address of the entity or individual seeking assistance;
2. A description of the program/project or need for assistance, including budget for the program or project and income information about the recipient;
3. Amount requested;
4. Name, address and occupation or business of the proposed payee;
5. Description and documentation or other proof of recipient's eligibility.
6. For funding request that will benefit another 501(c)(3) exempt organization, the application must be accompanied by the organization's IRS letter of tax exemption.

**ADAMS-COLUMBIA COMMUNITY FUND, INC.**  
**BOARD POLICY ON ELIGIBILITY FOR**  
**BENEFICIARIES/RECIPIENTS OF A FUNDING REQUEST**

For direct or indirect grants of funds, applicant should demonstrate eligibility using a standard, i.e., 80% of the county median family income under federal poverty level guidelines or project requirements, if eligibility is based upon financial need. Other relevant criteria include the circumstances leading to the recipient's financial situation, sudden and temporary loss of income, and other relevant criteria. All of these criteria shall be subject to documentation or verification through third parties.

- A. For relief of the poor and distressed that will take the form of grants to or on behalf of individuals, the following eligibility requirements shall be met:
1. have a household income not more than 80% of the county median family income as established by the HUD Office of Policy Development & Research or the federal Department of Health and Human Services or recipient must demonstrate that the needed service would not otherwise be financially available (see attached guidelines);
  2. recipient's liquid assets must be less than     \$10,000     ;
  3. recipient's net worth must be less than     \$80,000     ; [Other financial test?]
  4. provide third party or documentary verification of eligibility;
  5. the funding requested must be for "basic human needs" e.g., for housing, utilities, food, clothing, temporary shelter, medical or dental care not covered by other sources of funding, etc.
- B. The eligibility requirements for the erection or maintenance of public buildings or works are as follows. The project to be funded:
1. is identified by the local authorities as a public building or work;
  2. does not increase the burden of government;
  3. is in furtherance of a public benefit.
- C. The eligibility requirements for combating community deterioration and juvenile delinquency are that the project or program:
1. serve the needs of the whole community;
  2. is in the public benefit;

3. does not increase the burden of government.

D. The eligibility requirements for making distributions to organizations that are qualified as exempt organizations under 502(c)(3) of the Internal Revenue Code, include that the organization:

1. provide a copy of its IRS determination letter of tax-exemption under Section 501(c)(3).

**ADAMS-COLUMBIA COMMUNITY FUND, INC.**  
**BOARD POLICY ON DISBURSEMENTS TO FUNDING RECIPIENTS**

For appropriate internal controls on the disbursement of funds, the following procedures shall apply:

1. There shall be no disbursements in cash directly to an individual recipient.
2. Where disbursement is not feasible to the provider of goods or services on behalf of an eligible person or entity, the disbursement shall be made by a two party check.

The reason for these procedures is to create an internal control mechanism to avoid any threat to the tax-exempt status of the organization.

**ADAMS-COLUMBIA COMMUNITY FUND, INC.  
BOARD POLICY ON REPORTING OPERATIONS AND EXPENSES  
TO ADAMS-COLUMBIA ELECTRIC COOPERATIVE**

Adams-Columbia Community Fund, Inc. recognizes the importance and generosity of the members of the Adams-Columbia Electric Cooperative in contributing to Adams-Columbia Community Fund, Inc. As such the board of directors undertakes to voluntarily report on the operations and expenditures of the corporation to the board of directors of the Adams-Columbia Electric Cooperative as may reasonably be requested, and in no case less than annually.

**ADAMS-COLUMBIA COMMUNITY FUND, INC.**  
**BOARD POLICY ON AUTHORIZED AGENTS TO SIGN CHECKS**

It is not practical for an officer of the board of directors to be available to sign checks on behalf of the Corporation. Two signatures are required on disbursements from the checking account of the Community Fund. Therefore, the Board of Directors hereby authorize any two (2) of the following individuals to sign checks on behalf of Adams-Columbia Community Fund, Inc.:

- General Manager of Adams-Columbia Electric Cooperative
- Finance Manager of Adams-Columbia Electric Cooperative
- Staff Assistant to the General Manager of Adams-Columbia Electric Cooperative

The Board of Directors of Adams-Columbia Community Fund, Inc. may change the authorized signers of checks at any regular board meeting if there is a vacancy within any one of the positions listed in this policy.