



## GRANT REQUEST GUIDELINES

**H**ickoryTech Corporation, its employees and the HickoryTech Foundation recognize the importance of a vital community. The HickoryTech Foundation is proud to support nonprofit organizations with grants that enhance our educational, community outreach and cultural initiatives.

HickoryTech Corporation is a diversified communications company headquartered in Mankato, Minnesota. In supporting its goal of participating as a good corporate citizen, the corporation formed the HickoryTech Foundation to provide grants to non-profit organizations serving the communities within its service area. The mission and guidelines of the Foundation are outlined in this brochure.

---

### HickoryTech Foundation Mission Statement

The HickoryTech Foundation is the philanthropic arm of HickoryTech Corporation. HickoryTech is dedicated to a vision of helping the communities in which it does business. The Foundation contributes to numerous non-profit organizations. To maximize the effect of giving, the Foundation concentrates on specific areas of interest within the categories of education, community and culture. The HickoryTech Foundation focuses its contributions on projects, which benefit the applicant and the Foundation's goals.

Built on a tradition of community leadership and corporate responsibility, the HickoryTech Foundation originated in 1963 and has donated millions of dollars to worthy organizations. The Foundation focuses its outreach and charitable giving to support the communities in the company's service area.

---

### Categories of Giving

The Foundation will support initiatives that enhance and strengthen education, community and culture of communities in the company's service area.

**Education:** HickoryTech Foundation recognizes the importance of quality education. Emerging technologies can improve our lives only if we are prepared to use them. The Foundation strives to help create an educated population, skilled in creating and using the information technologies of the future. Because of this goal, and the desire to maintain a highly competent workforce, HickoryTech dedicates the majority of its giving to the area of higher education.

**Community:** HickoryTech Foundation contributes to organizations that enhance the vitality and quality of life of a community and which help individuals in times of need. All community giving is focused on communities, which the company serves.

**Culture:** It is the quality of a community's cultural life that often makes the difference in the ability of a community to attract new business and retain employees. It is this belief that drives HickoryTech Foundation's commitment to support the cultural infrastructure of the communities it serves.

## Excluded Organizations and Activities

Those excluded from consideration for the HickoryTech Foundation's contributions include:

- Organizations without a 501(c)(3) IRS exempt status, except for some government organizations, such as schools
- Organizations that practice discrimination by race, color, creed, gender, sexual preference or national origin
- Hospital operating funds or capital funds, unless a unique community need can be demonstrated
- Individuals
- Political activities or organizations
- Religious organizations for sectarian purposes
- Fraternal, veteran or labor groups when serving only their membership
- Special occasion or goodwill advertising
- General operating purposes
- Loans or loan guarantees
- Cause related marketing

---

## Grant Application Process

We would prefer to talk with a potential applicant before a formal request is sent. If the project aligns with our Foundation's mission, we will request the following information in a letter format:

- The giving category of the request (Education, Community or Culture)
- The title of project, name of organization, name, title and contact information of the person making the request
- A detailed description of the project, including specific goals and completion dates, or time line of funding needs
- The amount requested, and the percentage of project budget this request represents (note who the check should be made payable to)
- A detailed description of how our support would be recognized including a time line of recognition
- Current IRS documentation of the organization's 501(c)(3) tax exempt public charity status
- A copy of the organization's most recent financial statement
- A list of the organization's board of directors, including their business, government, educational or community affiliation
- A list of the current funding sources and their funding levels, noting any community partners associated with the initiative (both financial and in-kind)
- Describe how your project or initiative meets the grant category and funding criteria

The HickoryTech Foundation's fiscal year runs from March 1 through February 28. Grants are designated on an annual basis. All requests for funding must be received by **Dec. 1, 2010** for budget consideration of the March 2011 through February 2012 fiscal year.

Grant requests should be submitted to: HickoryTech Foundation, PO Box 3248, 221 E. Hickory Street, Mankato, MN 56002-3248. Electronic submissions will not be accepted.

The President of the Foundation will present a budget to the Trustees of HickoryTech Foundation for approval. Notification of grant awards for the fiscal 2011-12 year will take place by March 31, 2011. If you have any questions regarding the HickoryTech Foundation guidelines, contact the corporate headquarters at 507-386-3765.