



Richmond Refinery
Chevron Products Company
841 Chevron Way
Richmond, CA 94802

Chevron Richmond Refinery Grant Application Guidelines

Chevron is a multifaceted and geographically broad-based company. As we conduct our business in communities all of the world, we have multiple responsibilities as an employer, taxpayer, investor and corporate citizen. Because of our long-standing commitment to improving quality of life in the communities where we do business, we support many nonprofit organizations that provide needed services for the common good. Chevron contributes to a broad variety of educational, environmental, health, human service, civic, cultural and international activities.

We give priority to programs that support K-12 education, economic development and jobs, health care and youth programs.

Local community organizations should direct grant proposals and requests for information to:

Chevron Richmond Refinery
Jim Brumfield, Community Engagement Manager
841 Chevron Way
Richmond, CA 94802
Tel: (510) 242-5403
Fax: (510) 242-3515

Guidelines

If grant applicants believe their requests fall within our focus, the following should be considered. Eligible applicants for charitable contributions must be private, tax-exempt organizations with certified 501 (c) (3) status under the Internal Revenue Code. We accept and review proposals on a continuing basis (processing time is usually three weeks). Requests should be in concise letter form—preferably not more than two pages, plus attachments. No phone solicitations will be accepted.

The written request should include-as appropriate-the following:

General Information Required for all Requests:

Organization's name, address, phone number and contact person.

- Brief summary of the organization's history, purpose, goals and accomplishments.
- Geographic area and number of people served by the organization.
- Requested dollar amount of funding from Chevron.
- Description of how the requested contribution will be used.
- How you will acknowledge Chevron's support.

Project Funding Request:

- Brief description of the activity or project.
- Description of how the project meets a specific need of the community that is not being adequately addressed by other community groups or government agencies.
- Project budget, including sources of financial support and amounts received, committed or pending.
- Plans for continued funding, if the activity or project will be or is ongoing.
- Timetable for project implementation.
- Expected results: who will benefit and how.
- Method of evaluating project effectiveness.
- Any barriers that would prevent implementation of the project.
- Brief description of how you will inform the community about this project.

Request of \$10,000 or more:

- A copy of the organizations most recent audited financial statement and current operating budget. This should show amounts and percentages of income used for program, administration, fundraising and general expenses; list of current sources of unrestricted and restricted funds by category (e.g., from corporations, foundations, government, federated campaigns, or from individuals).

Recipients of grants in the amount of \$10,000 or greater shall provide a report (at year-end or when the project is completed) on how the funds were used and the impact made.

Generally Excluded From Consideration Are Requests For:

- Personal assistance to individuals.
- Programs or projects that benefit a small group of people.
- Regular operating expenses, such as consumable supplies, office rent and staff salaries.
- Religious, labor, fraternal, athletic or political organizations.
- Capital funds for buildings and equipment.
- Endowment funds.
- Foundations and organizations that raise funds for other non-profit organizations.
- Private schools.
- Fundraisers for individual schools or classes.
- School-related bands and sports organizations and events.
- Sports competitions.