



CHEVRON RICHMOND REFINERY

Partnership Application Guidance

The Chevron Richmond Refinery is committed to making social investments that will *expand economic development and improve social well-being through capacity building and community investment* in the regions in which we operate. The primary objectives of our social investment programs are to:

- Build better futures by expanding access to education and training, especially for youth
- Improve livelihoods through the development of micro, small and medium enterprises

We also support programs that help strengthen Richmond's social safety net and strengthen civic engagement.

Chevron believes that the most powerful form of energy is human energy and that human energy attains peak performance through partnership and stakeholder engagement. We thus welcome your organization's interest in partnering with us to contribute to the continued growth of the Richmond area as a vibrant place to live and work.

INSTRUCTIONS

Please provide the information requested on the following page

Responses should be directed to:

Chevron Richmond Refinery

Community Engagement

841 Chevron Way, Admin 204

Richmond, California 94802

Email: RichmondCE@chevron.com

For Organizations Requesting Less Than \$10,000 or to Sponsor an Event:

Responses should be typed and not exceed two (2) pages. No attachments are necessary

For Organizations Requesting More than \$10,000:

Responses should be typed and not exceed three (3) pages. In addition to the Response please provide the following:

- Budget for the project (The budget should distinguish between the items Chevron is being asked to support and what others will support)
- Proof of IRS 501(c)(3) Not-For-Profit Status,
- Audited financial statements from the previous two years or IRS Form 99 Tax Returns
- List of board members

APPLICANTS CAN EXPECT TO HEAR FROM CHEVRON WITHIN TWO MONTHS AFTER A SUBMISSION HAS BEEN MADE.

Incomplete Responses or failure to include the necessary documentation may delay the review of a submission.

Criteria for Selection

- Responsiveness to Chevron's focus areas
- Quality of proposal
- Cost-effectiveness of proposal
- Capacity of organization to implement the proposal
- Communications plan
- Monitoring and evaluation plan
- Commitment to partnership with Chevron

Generally Excluded From Consideration are Requests for: personal assistance to individuals; labor, fraternal, athletic or political organizations; foundations and organizations that raise funds for other than non-profit organizations; private schools; and bands and sports organizations.

CHEVRON

Application for Partnership

Name of Organization:	Name of Primary Contact:
Phone Number of Primary Contact:	Email Address:
Address:	

Project Title:	
Amount of Funding Requested from Chevron:	Total Project Cost:
Other Sources of Funding (known and anticipated):	

1. **The Project Idea:** What are the project's objectives? Why are these objectives worth pursuing? How will these objectives be achieved? Who will benefit from the project and how many beneficiaries will be reached? What geographic area will be served? What is the project timetable?
2. **Measuring Results:** What are the intended results of the project and what metrics will be used to demonstrate results? What plans do you have for project monitoring and evaluation? Would your organization agree to an independent evaluation funded by Chevron if such an evaluation were suggested?
3. **Sustainability:** Is the project sustainable beyond the period of Chevron funding? If so, how will sustainability be achieved?
4. **The Organization:** Tell us about your organization. What is its mission? What is its overall annual budget? What knowledge or experience does it have that gives it confidence it can successfully implement the proposed project?
5. **Sources of Funding:** List current sources of unrestricted and restricted funding (e.g., from corporations, foundations, government, individuals, etc.) for the organization and for the project proposed.
6. **Public Awareness:** Describe how your organization will inform the community about Chevron's involvement in this project. What opportunities, if any, exist for increased Chevron involvement (i.e. employee volunteer opportunities?)