

## Keystone Savings Foundation

### Guidelines

As Approved by the Board of Directors September 15, 2021

1. The Foundation meets three (3) times per year, in the months of May, September and December and may schedule additional meetings as needed. Dates for each month are chosen by the Directors.
2. For the May meeting, applications must be received by April 15; for September, by August 15; and for December by November 15. These deadlines will be strictly observed.
3. Grants will be distributed within a reasonable time period following approval.
4. At their discretion, the Board of Directors may use up to twenty percent (20%) of any year's total distribution for project(s) for which proposals have not been submitted.
5. The Directors seek to spread available grant dollars over as many proposals of merit as possible. Thus a one-year grant does not guarantee or even imply that a subsequent year grant will be made to the same organization.
6. Requests (single year or multiple year) for grants of \$25,000 or more will be considered only at the December meeting, regardless of the time of their submission and must be submitted by August 15. A 501 (c)(3) receiving a capital grant will not be awarded a grant for operations or program in any year in which the capital grant is being paid.
7. A grant for a capital project will not exceed a maximum of 10% of the total cost of the project for which the request is made.
8. An organization may submit only one application for one purpose each year.
9. Grants for operations and program will not be made to the same organization for more than three (3) consecutive years. After three consecutive years of funding, an organization must wait a minimum of one year before applying for another grant.
10. The Foundation will not award more than a maximum of 40% of its annual distribution for "program and operations".
11. The Foundation does not support golf tournaments, dinners, lunches, auctions and other similar events.
12. Grants for capital projects will not be released until construction has begun. Grants for capital projects will be made for one year or for multiple years. Ordinarily, multiple year grants will not exceed three years. The maximum number of consecutive years in which an organization may receive any combination of grants for program, operations and/or capital projects is six.
13. If a grant has not been used for the purpose stipulated in the proposal within twelve (12) months of the date of its distribution:
  - a. The organization may use the grant for another requested purpose, subject to the approval of the Directors; or
  - b. The Directors may declare the grant "failed" and order that it be returned to the Foundation, without prejudice to the organization.
14. The Foundation does not contribute to endowment funds or to debt reduction.
15. The Foundation does not grant funds to support staff salaries.
16. For grants \$25,000 and greater, the grantee organization must submit a report on its use of the Foundation's funds within six (6) months of the date of the grant. Failure to do so will render the organization ineligible to receive a grant the following year.
17. Primary geographic focus will be given to the original footprint of the Keystone Savings Association, namely Lehigh, Northampton and Southern Carbon Counties.

Exceptions to these guidelines may be made at anytime for good cause at the discretion of the Directors.

These guidelines are subject to change at anytime by vote of Directors.

Keystone Savings Foundation  
Definitions/Guidelines

1. *Program and Operations* include (but are not limited to):
  - Scholarships
  - Residencies
  - Cultural events/programs (other than sponsorships)
  - Equipment
  - Supplies
  - Miscellaneous purchases
  - Transportation
  - Training
  - Planning
  - Maintenance
  - Technology
  - And anything included in “Expenses” in organization’s budget with the exception of the items specifically noted above in #11, #14 and #15.
  
2. *Capital* includes (but is not limited to):
  - New construction
  - Renovation
  - Landscaping
  - Code requirements
  - Technology (purchase and installation)