

APPALACHIAN STEWARDSHIP FOUNDATION

Grant Policy

The vision of the Appalachian Stewardship Foundation ("ASF") is for environmental values to lead our energy future -- clean streams, clear skies and a stable climate, with the energy we need. To accomplish this vision, ASF will fund innovative projects that remedy or mitigate the impacts of energy development in Appalachia by:

- reducing greenhouse gases,
- restoring streams and fisheries, and
- promoting public awareness.

ASF shall have broad discretion to adopt, fund and otherwise support activities¹ to achieve this vision, in accordance with the ASF Governing Documents.² This Grant Policy outlines ASF's grant guidelines, and application and evaluation procedure.

I. Grant Guidelines

ASF has two funding topical areas of focus, with the goal of remedying or mitigating the impacts of energy development in Appalachia:

- (1) Greenhouse gas reduction: "the reduction, sequestration, offset, mitigation and/or storage of carbon dioxide ('CO₂') and other greenhouse gas emissions" ("GHG"), and
- (2) Stream and fishery restoration: "the mitigation of damage or pollution to streams and fresh water tributaries."³

ASF's geographic area of focus is on funding projects in the Appalachian region, with a preference for projects benefiting Virginia and West Virginia. As to stream and fishery restoration, ASF has a particular interest in funding projects that would benefit any of the following Class 1 areas: Shenandoah National Park, and Dolly Sods, Otter Creek, and James River Face Wilderness Areas.⁴

For projects that meet these areas of focus, ASF additionally encourages applications that would meet any of the following criteria:⁵

1 While ASF will operate primarily through making grants, ASF shall have the option of directly contracting for projects or programs or otherwise engaging in activities allowed under applicable legal requirements.

2 ASF is governed by the following (collectively, "Governing Documents"): ASF Articles of Incorporation, dated July 23, 2010, and By-Laws, adopted July 23, 2010, and as may be amended in the future..

3 Articles of Incorporation, Article IV.B.; c.f., Bylaws, Art. IV.B. (identical provision).

4 Nothing stated herein shall limit ASF's authority and broad discretion to adopt, fund, support or otherwise engage in activities that are allowed under ASF Governing Documents.

5 ASF does not expect applications to be meet all of these criteria.

- fund public outreach and education about aquatic habitats and/or greenhouse gasses mitigation benefits, including the economic benefits of greenhouse gas reductions and the cost effectiveness of various approaches to such reductions.
- fund “on the ground” or “in the stream” projects that produce tangible greenhouse gas mitigation and/or stream restoration results in specific places that address the damage to streams resulting from the mining and burning of coal or other fossil fuels.
- fund pilot projects and demonstration projects that establish the feasibility of innovative GHG mitigation projects (including estimates of the cost effectiveness of proposed projects in reducing GHGs) and stream restoration technologies and practices and would advance their transfer to common and widespread use.
- support emerging issues or initiatives through which ASF could explore potential programmatic interests.
- provide ancillary community-based benefits in the priority geographic regions.
- provide opportunities to partner with other non-profit or for-profit organizations offering matching funding or in-kind support in order to leverage the impact of ASF’s grantmaking; the availability of matching funds is preferred but not mandatory.

ASF also will consider appropriate partnerships or working arrangements with institutions of higher education and with businesses offering useful expertise, advice or in-kind support of ASF-funded projects. ASF may identify additional specific programmatic areas of interest for which it will proactively request proposals from appropriate organizations.

ASF encourages organizations to reach out to ASF about grantmaking opportunities. To the extent practical, ASF expects to rotate its regular board meetings throughout the West Virginia and Virginia to allow the ASF Board to learn about grantmaking opportunities, better understand adverse impacts from energy development throughout this region, and appropriately raise visibility for ASF and its work, including among community leaders and other important stakeholders.

II. Grant Application and Review Procedure

All funding requests and grant proposals must be submitted through the Grant Application and Review Procedure stated herein and in Attachment 1, and are subject to the ASF Governing Documents, including ASF’s conflict of interest policy, and this policy, as well as the laws of the State of West Virginia. ASF will follow its Board-approved Conflicts of Interest policy and the Governing Documents in its decision-making process.

Upon submitting the grant application, grant applicants have a duty to disclose any relationships with ASF or its officers, directors, or employees that may create a conflict as defined under the ASF conflict of interest policy.

ASF anticipates two grant cycles per calendar year, with final decisions to be made at the spring and fall Board meetings. In unusual circumstances, ASF may consider and award funds to meet a compelling and immediate funding need.

The overall process involves the submission of an expression of interest through the appalachianstewards.org website, and then, if invited by the Board based on that expression of interest, a complete written grant application submitted through the ASF website. The application will be evaluated by ASF staff, the Board’s Executive Committee, and possibly a Board-established advisory body. All

decisions concerning program funding and grant proposals for projects seeking up to \$10,000 in funding will be determined through a majority vote by the ASF Executive Committee. Decisions concerning program funding and grant proposals for projects seeking more than \$10,000 in funding will be determined through a majority vote by the Board of Directors in its sole discretion.

When an application has been approved for funding, the grant recipient will need to sign a grant agreement that sets forth terms and conditions concerning the funding, in the form and manner specified by ASF. Grant recipients will be required to provide on-going and final reports to ASF to allow ASF to determine the effectiveness of the use of funds and success of the project. See Attachment 1 for details.

ASF has broad discretion and reserves the right to deny grant applications for any reason or no reason. ASF also has discretion to revoke project funding, at any time, for any projects that violate ASF's Governing Documents, including ASF's conflict of interest policy, or violate the grant agreement to be executed by successful grant applicants before funds are provided.

ASF roles and responsibilities in the grant-making process include:

- ASF support staff will assure the efficient review of pre-proposal expressions of interest and grant applications, assure that the expressions of interest and applications meet requirements, support the Board Executive Committee, the Board, and if applicable an advisory body in evaluating applications; coordinate communications with applicants; develop processes for evaluating outcomes from specific grants; review grant recipient reports and evaluate outcomes to determine if goals of projects were met; periodically evaluate the effectiveness of ASF's grantmaking guidelines and programmatic initiatives.
- If appropriate, a Board advisory body, with relevant expertise, would assist in evaluating the scientific and technical merits of specific proposals, as needed, and/or ASF programmatic areas of interest.
- The ASF Executive Committee will review expressions of interest, determine whether the submitter of an expression of interest should proceed with a full grant application; review and evaluate grant applications; approve grant applications for funding up to \$10,000 in its sole discretion; recommend that the Board approve certain applications for funding over \$10,000; work with ASF support staff in reviewing grant recipient reports and developing an annual report to the Board outlining the use of grant funds and conclusions for each project; modify this Grant Policy, grant guidelines or other documentation as appropriate and approve modifications to this Policy.
- The Board will review and approve applications for funding over \$10,000 and review the annual report outlining the use of grant funds.

III. Privacy

Unless otherwise agreed to or made public by means unrelated to ASF, all personally identifiable information submitted to ASF for grant expressions of interest and applications will be deemed private, will be kept confidential using industry-standard administrative, technical and physical security measures, and will be protected under the laws of West Virginia and the United States.

IV. Choice of Law

Grant agreements to be entered into by ASF and any successful grant applicant will be governed by and construed in accordance with the laws of the State of West Virginia and the United States.

APPALACHIAN STEWARDSHIP FOUNDATION

Grant Policy Attachment 1:

ASF Grant Application and Review Procedure

I. Procedures

A. Expression of Interest (Pre-Proposal) Procedure

Please begin the application process by completing the "Expression of Interest" form at www.appalachianstewards.org. This form asks for the following, among other things:

- a description of your organization, its history, mission and goals;
- any connection to ASF, Trout Unlimited, National Parks Conservation Association, Sierra Club or Longview Power;
- a description of the proposed project or use of funds, location of impact of project, and how the use of funds relates to ASF's mission;
- amount of funding requested;
- preferred timing of funds.

ASF will review this information to determine, among other things, whether your proposed activity aligns with ASF's mission and goals, and whether funding amounts are consistent with available funds. ASF will respond within 45 days of receiving your expression of interest to either decline to move forward or to request that you complete a full grant application.

B. Grant Application Procedure

If you receive a request from the Board for a full application, please complete the ASF on-line grant application, which requests information on the following, among other things:

- the points covered in the Expression of Interest, including a description and brief history of applicant organization;
- a detailed description of proposed project that would receive grant funding, its purpose and goals;
- detailed statement of how project aligns with ASF's topical and geographic areas of focus, as stated in Grant Guidelines;
- time frame and timeline for implementing and operating project;
- description of any similar projects in which the applicant has engaged and the success of such projects;
- description of how success of this project will be measured; and
- description of other funding sources for project.

You also will need to upload the following attachments in .PDF format into the ASF website:

1. If applicable, IRS Letter of Determination of 501(c)(3) and public charity status, and letter from corporate officer of the applicant stating that tax exempt and public charity status has not been revoked or modified.
2. A copy of the most recent audited financial statement of the applicant or most recent year's filed IRS Form 990 or other Federal tax filing of applicant with all Schedules. If the applicant ended with an operating deficit in any of the last four fiscal years, you need to provide an explanation of the reason and corrective action taken to remedy the loss. (The Foundation may request prior fiscal years, if needed).
3. The most recent annual report.
4. Copies of meeting minutes from the applicant's Board of Directors, or other governing body, over the preceding 12 months.

If the files are too large to upload, you should submit these attachments by overnight mail or postal mail for ASF receipt by the deadline posted for the applicable grant cycle. If you encounter difficulties uploading, please contact webmaster@appalachianstewards.org.

C. Application Review Process

ASF has broad discretion to adopt and fund grant applications or to reject grant applications. All decisions concerning program funding and grant proposals will be determined through a majority vote by the ASF Executive Committee, for projects seeking up to \$10,000 in funding, or by the Board of Directors, for projects seeking more than \$10,000 in funding.

When an application has been approved for funding, the grant recipient will need to sign a grant agreement that sets forth terms and conditions concerning the funding, in the form and manner specified by ASF.

D. Reporting & Modifications

Grant recipients will be required to provide reports to ASF concerning the use of funds, status and success of the project. For projects receiving up to \$10,000 in funding, the grant recipient must provide one status report, mid-way through the project implementation, and a final status report at project conclusion, or such reports otherwise specified by ASF. For projects receiving over \$10,000 in funding, grant recipients must provide two status reports and a final report, or such reports as otherwise specified by ASF. The grant agreement between ASF and the recipient will describe the contents required for each report.

In the event the grant recipient needs to materially modify the project, the grant recipient must obtain approval from ASF in accordance with the grant agreement.

II. Actual Forms on AppalachianStewards.Org

All applications must be made through the appropriate form on AppalachianStewards.Org. Applications provided in paper will not be considered. The following forms are provided for reference purposes only.

A. Expression of Interest Form

| | |
|--|-------|
| Applicant first name | |
| Middle name | |
| Last name | |
| Organization | |
| Street address | |
| City, state, zip code | |
| Phone number | |
| Email address | |
| Website | |
| Name of lead organization | |
| Organization street address (if different from above) | |
| Organization city, state, zip code (if different) | |
| Organization phone number (if different) | |
| Organization website | |
| Is organization a 501(c)(3)? | Y / N |
| Tax ID number | |
| Any affiliation between organization or proposed project and Trout Unlimited, Sierra Club, National Parks Conservation Association, Longview Power and/or AMD Reclamation? | Y / N |
| If Yes, please explain. | |
| Organization's mission (max. 250 words) | |
| Organization's annual budget | |
| Organization's history, description of recent activities relevant to proposed project (max. 500 words) | |
| Brief description of project (max. 500 words) | |
| Location of the project and its benefits | |
| Project's relationship to ASF's mission and goals (max. 500 words) | |
| Amount of funding requested from ASF | \$ |
| ASF generally awards funds at its May and November Board meetings. Please explain your preferred timing of funds and why. | |

B. Actual Grant Application Form

| | |
|--|--|
| Applicant first name | |
| Middle name | |
| Last name | |
| Organization | |
| Street address | |
| City, state, zip code | |
| Phone number | |
| Email address | |
| Website | |
| If different from above, project leader first name | |
| Middle name | |
| Last name | |
| Organization, if applicable | |
| Street address | |

| | |
|---|----------|
| City, state, zip code | |
| Phone number | |
| Email address | |
| Website | |
| Name of lead organization | |
| Organization street address (if different from above) | |
| Organization city, state, zip code (if different) | |
| Organization phone number (if different) | |
| Organization website | |
| Is organization a 501(c)(3)? | Y / N |
| Tax ID number | |
| Any affiliation between organization or proposed project and Trout Unlimited, Sierra Club, National Parks Conservation Association, Longview Power and/or AMD Reclamation? | Y / N |
| If Yes, please explain | |
| Organization's current operating budget | \$ _____ |
| Organization's mission (max. 250 words) | |
| Organization's history, description of recent activities relevant to proposed project (max. 500 words) | |
| Title of project | |
| Location of project and its benefits | |
| Detailed description of project (Including its purpose, goals, broad timeline and activities) (max. 1000 words) | |
| Please provide detailed description of the timeline for implementing and completing project, including monthly or quarterly accomplishments (max. 500 words) | |
| Project's relationship to ASF's mission and goals (max. 500 words) | |
| Describe how goals and success of project will be measured and evaluated (Include benchmarks and the type of information collected for measuring success and what tools will be used to measure) | |
| Identify any partner organizations involved with the project, along with key contact information. | |

ASF AREAS OF FOCUS

| | |
|---|------------------|
| TOPICAL AREAS OF FOCUS | |
| If applicable, explain specifically how this project would reduce energy use or demand, reduce greenhouse gas emissions, address carbon sequestration, offset, mitigation or storage, or would educate the public about these issues. | (max. 500 words) |
| If applicable, explain specifically how this project would mitigate the damage or pollution to streams and fresh water tributaries resulting from or related to energy production activities, or would educate the public about these issues. | (max. 500 words) |
| GEOGRAPHIC AREAS OF FOCUS | |

| | | |
|--|-------|------------------|
| Will the project benefit or be located in Appalachia, West Virginia or Virginia? | Y / N | |
| Will the Project Benefit or Be Located in Any of the Following Class I Areas: | | |
| a. Shenandoah National Park | Y / N | |
| b. Dolly Sods | Y / N | |
| c. Otter Creek | Y / N | |
| d. James River Face Wilderness Areas | Y / N | |
| Name of area/stream/river/watershed for project | | |
| Geographic location of project (municipalities and/or counties) | | |
| Population in project area and official source for population statistics | | |
| ADDITIONAL CRITERIA ENCOURAGED | | |
| For projects that meet ASF's topical and geographic areas of focus, explained above, ASF additionally encourages applications that would meet any of the following criteria. Note: ASF does not expect an application to meet all of the following criteria. Please answer Yes or No and provide a detailed description of whether the project will: | | |
| Fund public outreach and education about aquatic habits and/or greenhouse gas mitigation benefits including the economic benefits of greenhouse gas reductions and the cost effectiveness of various approaches to such reductions. | Y / N | (max. 250 words) |
| Fund "on the ground" or "in the stream" projects that produce tangible greenhouse gas mitigation and/or stream restoration results in specific places that address the damage to streams resulting from the mining and burning of coal or other fossil fuels. | Y / N | (max. 250 words) |
| Fund pilot projects and demonstration projects that establish feasibility of innovative GHG mitigation projects (including estimates of the cost effectiveness of proposed projects in reducing greenhouse gasses) and stream restoration technologies and practices and would advance their transfer to common and widespread use. | Y / N | (max. 250 words) |
| Provide ancillary community-based benefits in the priority geographic regions, such as additional jobs. | Y / N | (max. 250 words) |
| Provide opportunities to partner with other non-profit or for-profit organizations offering matching funding or in-kind support in order to leverage the impact of ASF's grant-making. The availability of matching funds is preferred but not mandatory. | Y / N | (max. 250 words) |
| Provide an opportunity to work with institutions of higher education or with businesses offering useful expertise or advice of ASF funded projects. | Y / N | (max. 250 words) |
| KEY PERSONNEL | | |
| List of all trustees or directors and corporate officers, their affiliated organizations, and brief biography of each (200 words/person max.) | | |
| | | |
| | | |
| | | |
| | | |
| List of key personnel for project, any other affiliated | | |

| | |
|---|--|
| organizations and brief biography of each (200 words/person max.) | |
|---|--|

| BUDGET/COST SUMMARY OF PROJECT | | | | | |
|--|---------------------|-------------------------|-----------------------|--------------|--|
| Total estimated cost of project | | \$ _____ | | | |
| Amount of funding requested from ASF | | \$ _____ | | | |
| Other funding sources for this project, including organizations involved. Please include funding received, receivable and formally requested. | | | | | |
| If ASF does not provide the full funding requested, but provides partial funding, please explain the impact and whether the project can be accomplished. | | | | | |
| ASF generally awards funds at its May and November Board meetings. Please explain your preferred timing of funds. | | | | | |
| Name of organization or person to whom payment should be made | | | | | |
| BUDGET/COST DETAIL | | | | | |
| Spending Detail (including materials, personnel, etc.) | ASF Funds Requested | Other Funding Available | In Kind Contributions | Total Budget | Please Describe How Each Funding Source will be Used |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| TOTAL | \$ | \$ | \$ | \$ | |

Attachments to Grant Application Form on AppalachianStewards.org

Please provide the following attachments by uploading them in .PDF format into the ASF website. If the files are too large to upload, please email to webmaster@appalachianstewards.org, or if the file is too large, please submit by overnight or postal mail for ASF receipt by the deadline posted for the applicable grant cycle. If you encounter difficulties uploading, please contact webmaster@appalachianstewards.org.

1. If applicable, IRS Letter of Determination of 501(c)(3) and public charity status, and letter from corporate officer of the applicant stating that tax exempt and public charity status has not been revoked or modified.
2. A copy of the most recent audited financial statement of the applicant or most recent year's filed IRS Form 990 or other Federal tax filing of applicant with all Schedules. If the applicant ended with an operating deficit in any of the last four fiscal years, an explanation of the reason and corrective action taken to remedy the loss. (The Foundation may request prior fiscal years, if needed).
3. The most recent annual report.
4. Copies of meeting minutes from the applicant's Board of Directors, or other governing body, over the preceding 12 months.