



## THE TEP FOUNDATION, Inc.

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#### Grant Request Policy

*(Adopted 6/14/'23)*

The purpose of this policy is to fulfill the Foundation's obligation pursuant to I.R.C. 501(c)(3) by ensuring grant request funds are gifted in accordance with our terms. As a 501(c)(3) The TEP Foundation, Inc. may provide "Educational Grants" to organizations seeking funding for outside educational programing. Determination for grant requests are made solely at desecration and approval by The Board of Trustees.

#### STATEMENT OF POLICY

It is the policy of The TEP Foundation, Inc. that all organizations seeking an Educational Grant must do the following:

- 1) Organization must fill out and return completed *Grant Request* form. Forms may be emailed electronically to [President@TheTEPFoundation.org](mailto:President@TheTEPFoundation.org). Hard copy forms may be mailed to The TEP Foundation, Inc. 770 Anderson Ave, 11K Cliffside Park, NJ 07010. The Board of Trustees will respond within 45-days from receiving. Incomplete or erroneous Grant Requests will be sent back with request to correct.
  - If rejected, The TEP Foundation, Inc. will send *Letter of Rejection* with explanation pertaining to reason for outcome (where applicable).
  - If approved, organization will be notified of tentative amount granted. Organization must then return a signed copy of *Grant Agreement*. Please see step #2 (below).
- 2) Organization will be provided a copy of *Grant Agreement*. A *Grant Agreement* outlines terms & conditions between requesting party and The TEP Foundation, Inc. A signed copy of *Grant Agreement* must be returned within a reasonable amount of time. Failure to adhere to any part of *Grant Agreement* as outlined can result in a reversal of educational grant approval.
- 3) Funding for approved Educational Grants will be sent via check within 60-days.

#### DEFINITIONS

Educational Grants are those which the Board of Trustees has determined are compliant with all Local, State, and Federal Regulations. Only grants which are approved for educational programing and funded may be described as "Educational Grants"

For more information about Grant Request Policy please send an email to:  
[President@thetepfoundation.org](mailto:President@thetepfoundation.org)