

## Community Investment Application Process

**Owner:** External Relations

**Updated:** April 2023

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### I. Objective

Kingston Midstream and its affiliated Companies are dedicated to being good corporate citizens. As such, Kingston Midstream is committed to giving back to the communities in which it operates. This document sets out how organizations will apply for funding through both the Richardson Foundation and the Community Investment Fund. The Community Investment Fund will consider both in-kind and monetary donations.

### II. Application Process: Richardson Foundation

Applicants must submit a letter of application to Kingston Midstream summarizing the following information:

- Confirmation that organization is a non-profit or registered charity
- Organization name, background/history and town/city
- Project name and general overview
- How the project will benefit the community
- Start and completion date of the project
- Total project cost and project budget
- Amount fundraised already for this project
- A list of other funding sources for the project, including funds raised, donations, grants and all government funding sources
- Has the organization and/or project had previous requests or funding through the Richardson Foundation?
- Exact amount requested (no general asks)
- Proposed recognition if funding is allocated (if applicable)
- Photos of current or projected project being fundraised for (if applicable)

### III. Application Process: Community Investment Fund In-Kind Donations

Applicants will submit a letter of application or email to Kingston. This submission must include the date, location, description of the event and number of prizes, auction and/or raffle items required.

#### IV. Application Process: Community Investment Fund Monetary Donations

For non-eligible Richardson Foundation donations, submit a letter of application to Kingston Midstream. Include a detailed description of the initiative, demographic the event will have an impact on, exact amount of funding requested and any additional information, such as: sponsorship levels, recognition opportunities, photos from past events and other applicable material/information.

**Although all applications that fall within our Community Investment Policy will be considered, Kingston Midstream receives a high volume of applications and not all applications will be approved.**

**To apply for funding, forward requests and applications to:**

Public Awareness and Community Investment Coordinator  
Kingston Midstream  
(306) 636-7242  
Email: [Dena.Bachorcik@kingstonmidstream.com](mailto:Dena.Bachorcik@kingstonmidstream.com)

Mailing Address:  
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