

Community Investment Application Process

Created by: External Relations

Date: March 2020

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.

II. Application Process; Richardson Foundation

Applicants will submit a letter of application to Kingston Midstream summarizing the information in the Richardson Foundation application checklist below:

- Charitable Donation Receipt number (CRA)
- 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 requested ask amount (no general asks)
- Proposed recognition if funding is allocated (if applicable)
- Photos of current project, or projected being fundraised for (if applicable)

III. Application Process; In-Kind Donations

Applicants will submit a letter of application to Kingston Midstream's external relations department. This letter will include the date, location, description of the event and number of prizes, auction and/or raffle items required.

IV. Application Process; 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:

External Relations Department
Kingston Midstream
(306) 636-7231
Email: Rebecca.Cassidy@kingstonmidstream.com

Mailing Address:
402 Kensington Ave
PO Box 1400
Estevan, SK S4A 2K9