CONTRIBUTION PRINCIPLES AND GUIDELINES

ARPA COMMUNITY RELATIONS

ARIZONA ROCK
PRODUCTSASSOCIATION

Contribution Principles and Guidelines

Categories

The Arizona Rock Products Association (ARPA) focuses its community giving in the following areas:

● **Education** – priority is given to projects that:

- ✓ Promote science and math education, or the development of communications skills
- ✓ Reach teachers, administrators and students
- ✓ Provide new educational opportunities in remote areas
- ✓ Support understanding of mining and natural resource industries
- ✓ Encourage volunteerism and community involvement

● **Economic and Development** – priority is given to projects that:

- ✓ Assist disadvantaged communities
- ✓ Foster self-sustainable growth
- ✓ Encourage broad community involvement
- ✓ Focus on providing opportunities for young people

● **Civic** – priority is given to projects that:

- ✓ Support youth involvement in community service
- ✓ Offer activities and/or performances for urban and rural communities
- ✓ Foster community pride
- ✓ Emphasize youth leadership and development

● **Environmental and Health** – priority is given to projects that:

- ✓ Focus on conservation of native flora and fauna
- ✓ Encourage scientific exploration and learning among young people
- ✓ Support sustainable development
- ✓ Concentrate on occupational health and environmental issues
- ✓ Provide potential benefits to the greater community

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Eligibility

Each proposal is reviewed within the framework of our overall philosophy of giving and on the basis of the needs addressed for the communities where our member companies operate. Eligibility is based on the following issues:

- Benefits to the community
- Duplication with other programs
- Evidence of broad community and ARPA member employee support
- Efficient and realistic time-frame with measurable outcomes (min. 30 days for submission review)
- Clearly stated objectives
- Management of the project
- Reasonable request (i.e., no specialty colors or unreasonable quantities)
- Opportunity for ARPA or its members to be involved and receive appropriate recognition
- An ARPA member company may still choose to take on the project even if the ARPA Community Relations Committee does not.

Limitations

In addition to meeting the eligibility requirements, ARPA does not normally consider funding projects that:

- Are the financial and operational responsibility of local, state or national government entities
- Benefit an individual rather than the greater community (i.e., overseas study programs)
- Subsidize conferences or symposia
- Are events, dinners, galas or activities for organizations that are themselves grant-making bodies
- Require participation from ARPA for more than one year

Application Process

All requests must be submitted in writing. ARPA will receive, assess and decide on proposals submitted by community or charitable organizations. Proposals requesting less than $3,500 in financial or in-kind donations, require approval from ARPA committee; requests for more than $3,500 require approval from the ARPA Board.

If approved the ARPA Community Relations Committee will determine an appropriate amount of funding or in-kind contribution, provided the ARPA budget allows for such participation. The ARPA Community Relations Committee will establish a grant review period to include application deadlines, distribution of assistance, and follow-up activities. Applications will be considered based on ARPA's guidelines and principles outlined in this manual. Some applications may need to be referred for guidance from outside experts or specialists. ARPA will seek assistance from member companies to balance support across a variety of activities and within an appropriate geographical area.

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We prefer that all applications include the following information:

🔴 **Project Description**

- ✓ Include summary to briefly outline the nature and purpose of the project and specifies the amount of assistance requested
- ✓ Address a need for such a project, demonstrate how this need will be met, outline who will benefit from the project, and indicate how the project will be delivered

🔴 **Management**

- ✓ Identify specific objectives and expected outcomes
- ✓ List all key personnel involved
- ✓ Demonstrate a thorough understanding of the needs of the community or group to be served by the project
- ✓ Outline proposed efforts to publicly acknowledge ARPA or ARPA member's support

🔴 **Organization Information**

- ✓ Include a description of the organization's background, history, purpose, current activities and the community it serves
- ✓ List the contact name, address, telephone and fax numbers, and email information, as well as list the board members and authorized officers