



Directive on Awarding Donations

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1. Purpose of the Directive on Awarding Donations

The purpose of the Énergir Directive on Awarding Donations is to specify the information relating to donations, the evaluation criteria, the exclusion criteria, and the process for analyzing and following up on applications.

To consult Énergir's donation guidelines, please refer to the Community Investment Policy available on its website at energir.com/donations.

2. Donations

2.1. Definition

According to the Canada Revenue Agency, a gift or donation is a voluntary transfer of property for which the donor receives no benefit in return. The list of donors published by the organization to show its appreciation to donors does not constitute a consideration or benefit.

2.2. Background

Énergir has adopted a Community Investment Policy that guides its philanthropic action.

Énergir's Community Investment Policy gives priority to promising projects and initiatives that contribute to improving the quality of life of the community. The rigorous application of this policy is intended to ensure that the funds and efforts invested produce the best possible effects in the community.

3. Selection and exclusion criteria

Selection criteria

For Énergir to consider a request, it must meet these essential criteria:

- The request must come from a non-profit organization recognized as a registered charity by the Canada Revenue Agency;
- Énergir's donation must be used to implement a promising project that will improve the community's quality of life;
- The donation must not be used to cover a deficit or to supplement an individual's income;
- In addition to being in one of Énergir's preferred sectors, the request must be supported by a complete file showing the contributions of the project or the organization toward improving the community's quality of life. Énergir provides organizations with an online form to assist them in this process.

Any request that does not meet these criteria will automatically be rejected. The fact that an organization is an Énergir customer carries no weight in assessing that organization's donation request.

Exclusion criteria

Énergir recognizes that all projects have their own raison d'être and that they must be studied with respect. However, Énergir does not make donations in the following cases:

- An individual or private project or a request to support an individual or family;
- A project related to social clubs or company parties;
- The regional campaign of an organization that Énergir already supports provincially;
- A project connected to a religious, advocacy or political group;
- A project requiring the reimbursement of costs related to the consumption of natural gas;
- A cooperative mission project abroad;
- A sports or social event organized for the entertainment of employees, family members or partners;
- School or university competitions and student associations;
- Individual or team sports challenges for the benefit of a cause, unless the request is made by an Énergir staff member under the employee community involvement support program;
- Concerts or fundraising campaigns for choirs or bands, unless the request is made by an Énergir staff member under the employee community involvement support program.

4. Types of donations

Financial support

Énergir favours donations in support of the mission of organizations or the implementation of projects within these organizations.

Material donations

From time to time, Énergir may grant donations of computer equipment or material. As with financial contributions, only organizations operating in the preferred sectors specified in the Community Investment Policy shall be eligible for these donations.

Organizations wishing to request materials can do so by email at dons@energir.com.

Donations for benefit events

The purchase of tickets for events benefiting an organization, whether or not it is already supported by Énergir, is not encouraged.

5. Steps in the analysis of a donation request

5.1. Receipt of the request

Please note that, in the interest of fairness and efficiency, Énergir has centralized its procedure for analyzing financial support requests.

Therefore, all requests for financial support must be sent through the application form available on the website at www.energir.com/donations. To learn more about the criteria and the activity sectors given precedence, please refer to the Community Investment Policy. Énergir will no longer consider any requests submitted by telephone, fax, email or mail.

5.2. Analysis and recommendation

The analysis of requests is conducted according to the criteria and rules established in this Directive and in the Community Investment Policy.

No donation is automatically renewed. All renewal requests must be the subject of a new online request and a new analysis.

The request must be sent to Énergir at least eight weeks before the date of the event or the date on which a response is expected.

5.3. Response to the applicant

A written response will be sent to the applicant confirming Énergir's decision within 8–12 weeks.

5.4. Negotiation of an agreement

A partnership agreement must be entered into with the organization if the total amount awarded is \$10,000 or more, or if the duration of the financial support is more than one year.

5.5. Follow-up

Énergir may request a financial or activity report upon completion of a project or at the end of the recipient organization's fiscal year.

Énergir reserves the right, on an ongoing basis, to evaluate or audit the activities of the organizations to which it provides financial support, and to terminate any payment if the recipient organization is not complying with the terms and conditions of the agreement.

6. Budget

Each year, Énergir allocates a budget envelope for donations.

The use of the donation envelope is reported to the Donations Committee and the Énergir Board of Directors.

7. Responsibilities

Vice President, Sustainability, Public and Governmental Affairs

The Vice President, Sustainability, Public and Governmental Affairs is responsible for managing Énergir's donations.

Donations Committee

The Donations Committee is made up of the President of Énergir, as well as the Executive Vice President, Québec and two Vice Presidents. The Committee is responsible for approving major donations and validates the orientations of Énergir's philanthropic actions. The Committee meets twice a year.