



# FREQUENTLY ASKED QUESTIONS 2019

## ELIGIBILITY

### WHAT ARE THE ELIGIBILITY REQUIREMENTS?

BECU Members (including Employee Members) can nominate one or more eligible 501(c)(3) nonprofit(s) that they support with their time, talents or money for the People Helping People Award Program via the entry form. Member must be a legal resident of the United States and 18 years or older.

- Eligible nonprofits must be a registered 501(c)(3) and currently in operation. The organization must have a direct impact to the communities within BECU's branch footprint which include either Washington (Island, King, Kitsap, Pierce, Skagit, Snohomish, Spokane and Thurston Counties) or South Carolina (Charleston County), and whose work is focused in one of our seven giving areas:

OUR SEVEN GIVING AREAS & THEIR RESPECTIVE SUBCATEGORIES	
 <b>ARTS &amp; CULTURE</b>	Equitable access to arts experiences, underrepresented arts and cultural organizations, cultural programs
 <b>CREATING ECONOMIC OPPORTUNITY</b>	Living-wage jobs, small startup businesses, job quality for low-wage workers
 <b>STRENGTHENING LOCAL COMMUNITIES</b>	Neighborhoods, public safety, search and rescue, outdoor spaces, rotary/chamber
 <b>ADVANCING EDUCATION (PRE-K THROUGH COLLEGE)</b>	Access to education, mentoring, educational materials and programming, classroom/school and PTSA funding for educational programs/materials/experiences
 <b>PROVIDING FOR BASIC HUMAN NEEDS</b>	Affordable housing, homelessness, senior advocacy, infant/child advocacy, food/diaper/clothing banks
 <b>PRESERVING OR RESTORING THE ENVIRONMENT</b>	Conservation, stewardship, sustainability
 <b>PRESERVING HEALTH AND PROMOTING WELLNESS</b>	Access to healthcare, illness prevention/cure, mental health, patient support, disabilities, veteran advocacy

- Social service or community programs provided by religious or faith-based organizations are eligible when the following conditions are met: Registered US-based 501(c)(3) nonprofit organization; programs have a formal mission statement and separate program budget; secular programs or services are offered to eligible participants without regard to their faith or willingness to participate in religious activities; and, the group ensures that company contributions do not fund religious activities such as worship or proselytization.
- **Ineligible organizations include:** political organizations; religious or sectarian programs for inherently religious purposes (including but not limited to religious worship or proselytization); churches, synagogues, mosques, ministries, other houses of worship or religious organizations unless for specific social programs that meet the criteria identified above. We are unable to award funds that do not fall into the categories above, including, but not limited to: sport teams, animal rescue, and organizations that are unable to confirm the award will have a direct impact in a select Washington county (Island, King, Kitsap, Pierce, Skagit, Snohomish, Spokane and Thurston) or Charleston County in South Carolina.

### I'M A SMALL BUSINESS MEMBER; CAN I STILL NOMINATE A NONPROFIT?

Yes! We welcome nominations from any BECU member.

### ARE THERE ANY TYPES OF NONPROFITS THAT YOU WILL NOT FUND? WHY?

At this time, we are unable to award funds to nonprofits that do not fall into the giving areas/sub-categories listed on the application, including, but not limited to: sport teams, animal rescue, religious organizations that fund religious activities such as worship or proselytization, political campaigns/lobbying and organizations that are unable to confirm the award will have a direct impact in a select Washington county (Island, King, Kitsap, Pierce, Skagit, Snohomish, Spokane and Thurston Counties) or Charleston County in South Carolina.

### CAN I NOMINATE A NONPROFIT THAT HAS RECEIVED A PEOPLE HELPING PEOPLE AWARD IN THE PAST?

Yes, although we do have a 3-year waiting period for past recipients to receive another award. Example: If your nonprofit received an award in 2016, that organization is eligible to be nominated again in 2019. 2017 recipients are eligible to be nominated again in 2020, and 2018 recipients are eligible to be nominated again in 2021.

### CAN I NOMINATE MY CHURCH'S FOOD BANK?

It depends; you can nominate the food bank if it complies with our eligibility requirements. The food bank must:

- Be associated with a registered US-based 501(c)(3) nonprofit organization
- Have a formal mission statement and separate program budget
- Provide services offered to eligible participants without regard to their faith or willingness to participate in religious activities
- Ensure that company contributions do not fund religious activities such as worship or proselytization

## **CAN I NOMINATE A NONPROFIT THAT I CREATED?**

Yes, as long as it meets all of the eligibility criteria.

## **MY CHILD IS A WONDERFUL VOLUNTEER, BUT THEY ARE NOT 18. CAN THEY APPLY? IF NOT, CAN I APPLY ON BEHALF OF MY CHILD?**

Per our criteria, you must be 18 years or older to nominate a nonprofit. As a parent/guardian, if you and your child are both involved with the same nonprofit, you are welcome to apply. Please note the award will be in your name as the nominator, not your child.

## **I'M NOT A BECU MEMBER; CAN I APPLY ANYWAY?**

Unfortunately no. Per our criteria, you must be a BECU member. To learn more about membership visit [becu.org/join](http://becu.org/join)

## **I'M NOT A BECU MEMBER, BUT MY NONPROFIT HAS AN ACCOUNT WITH BECU. CAN I NOMINATE THEM?**

Since the nonprofit is a member, they could submit a nomination. But unless you are a member, you are not eligible to submit a nomination on behalf of the nonprofit organization.

## **MY NONPROFIT WAS JUST STARTED. THEY FILED FOR A 501(C)(3) NUMBER, BUT HAVEN'T RECEIVED ONE YET. CAN I STILL NOMINATE THEM?**

Unfortunately the organization must be a registered 501(c)(3) at the time of nomination.

## **CAN I NOMINATE A NONPROFIT THAT I WORK FOR?**

Yes, assuming you have a BECU membership, and you volunteer with or donate to the nonprofit outside of your work functions, you are welcome to nominate a nonprofit you work for. You must nominate the nonprofit as a volunteer, not as an employee, and the information on your nomination form must refer only to your role as a supporter or volunteer. If you have an uncompensated role at the organization, that will count as volunteer work.

# MEMBER NOMINATIONS

---

## THE NONPROFIT THAT I'D LIKE TO NOMINATE FITS UNDER MORE THAN ONE OF THE GIVING AREAS – HOW DO I CHOOSE?

Please select the one that you feel it best fits.

## CAN I NOMINATE MORE THAN ONE NONPROFIT?

Yes! Please fully complete the application for each 501(c)(3) you'd like considered for an award.

## CAN I TELL MY FAVORITE NONPROFIT ABOUT THIS AWARD PROGRAM?

Of course! Share info about this program with your favorite eligible nonprofits by sending them to [becu.org/awards](http://becu.org/awards). Please note that all nominations must have unique answers. Nominations containing responses that were clearly copied and pasted from the nonprofit's website or other communication materials will be disqualified. The number of nominations received for a nonprofit has no bearing on the likelihood that they will receive an award. The review process is based on the quality of the application, not the number of nominations received.

Additionally, it is a good idea to let the nonprofit know that you have nominated them and that they may be contacted by BECU in early May to complete a supplementary application, if selected to move forward in the process.

## CAN EMPLOYEES OF THE NONPROFIT I NOMINATE ASSIST WITH OR WRITE UP THE NOMINATION?

You're welcome to use them as a resource in filling out the application, but the nomination must be submitted by someone who meets our eligibility criteria (a BECU member).

Organizations selected as semi-finalists will be asked to submit supplementary applications in May, so will have a chance to include information from their perspective.

Nominations containing responses that were clearly copied and pasted from the nonprofit's website or other communication materials will be disqualified.

## HOW DO I KNOW IF MY NONPROFIT IS REGISTERED 501(C)3?

Check the organization's website or contact them and ask. You can also search nonprofits via IRS Exempt Organizations Select Check Tool found here: <http://www.irs.gov/Charities-&-Nonprofits/Exempt-Organizations-Select-Check>

## I HAVE A LOT TO SAY – WILL THE WORD LIMIT/CHARACTER COUNT BE ENFORCED?

We are excited to hear about your nominated organization. The system we use to manage the nomination form will not allow submissions that exceed the character count.

## WILL I BE NOTIFIED OF MY PROGRESS THROUGHOUT THE PROCESS?

You will receive a confirmation email that your submission was received within a week of receipt. If selected to move forward, we will communicate with your nonprofit in May for their portion of the application. All nonprofits and member nominators will be notified of finalist status in early June.

## WHERE CAN I SEND ADDITIONAL QUESTIONS?

Please review all the FAQs. If your question is not answered here, feel free to email any additional questions to [communityrelations@becu.org](mailto:communityrelations@becu.org)

## I HAVE SOME GREAT PHOTOS OF ME VOLUNTEERING WITH MY NONPROFIT. CAN I SEND THEM TO YOU?

Photos will not be considered as part of the nomination process, but we encourage members to share their BECU experience through stories and photos via our website.

## I DON'T USE THE INTERNET; CAN YOU SEND ME A PAPER APPLICATION?

The award nomination process is only available electronically. Paper/hard copy applications are not available, but most public libraries offer free public internet access, if needed.

## THE NONPROFIT I WOULD LIKE TO NOMINATE IS NOT BASED IN WASHINGTON STATE OR CHARLESTON COUNTY, SOUTH CAROLINA, BUT DOES DO WORK OR HAS AN IMPACT IN THOSE AREAS. ARE THEY ELIGIBLE?

Yes, as long as they meet our eligibility criteria and the funds will be put to use in BECU's nine-county footprint (Washington counties of Island, King, Kitsap, Pierce, Skagit, Snohomish, Spokane, and Thurston; or Charleston County in South Carolina).

# MEMBER VOLUNTEER OF THE YEAR

---

## I HAVE A FRIEND WHO IS AMAZING AND SHOULD BE MEMBER VOLUNTEER OF THE YEAR, BUT I'M NOT SURE THEY WILL NOMINATE THEMSELVES. CAN I NOMINATE THEM?

We require self-nomination for the Member Volunteer of the Year Award. The award funds are granted to the nonprofit organization that was nominated by the member.

## CAN I STILL APPLY IF I'VE BEEN GRANTED THE MEMBER VOLUNTEER OF THE YEAR AWARD IN THE PAST?

Organizations may only receive the Member Volunteer of the Year Award once in their lifetime. However, you may nominate a nonprofit for other award consideration if they have not been a recipient of an award in the last three years, and they have not previously received any People Helping People award 3 times.

We have a 3-year waiting period for past recipients to be able receive another award.

Example: If your nonprofit received an award in 2016, they organization is eligible to be nominated again in 2019. 2017 recipients are eligible to be nominated again in 2020, and 2018 recipients are eligible to be nominated again in 2021.

## WHAT IS THE AGE REQUIREMENT FOR MEMBERS TO SUBMIT A NOMINATION?

You must be 18 years or older at the time of application in order to nominate a nonprofit.

# NONPROFIT APPLICATION QUESTIONS

---

## AS AN ORGANIZATION, WE HAVE NO AFFILIATION WITH BECU. IS THIS REQUIRED TO RECEIVE THIS AWARD?

No. Organizations are nominated by BECU members, and as long as the member has supported your organization and you meet the eligibility requirements, you can apply for and receive a People Helping People Award.

## WHAT IS EXPECTED OF MY ORGANIZATION, AND WHAT ARE MY REPORTING REQUIREMENTS AS A RECIPIENT OF THIS AWARD?

As a recipient, you join our growing People Helping People community of nonprofits that are supported by BECU members. Past recipients are invited to our annual People Helping People Award celebration to meet new recipients and share their stories, and are also eligible for glide path funding, as well as our Collaboration Grant.

People Helping People Award grants are considered unrestricted funds. BECU does not have a formal process requiring reporting from recipients.

# RECIPIENTS AND AWARDS

---

## HOW WILL FINALISTS BE NOTIFIED?

Nonprofit finalists and the members who nominated them will be emailed using the email addresses submitted during the nomination/application process. Notifications will be sent via email in early June.

## WHEN WILL THE WINNERS BE ANNOUNCED?

Winners will be announced in December 2019 at our People Helping People Awards celebration event and will be published on social media live from the event. Recipient information will be updated on [becu.org](http://becu.org) within 24 hours.

## IF MY NONPROFIT IS SELECTED AS A RECIPIENT, DOES THE MONEY COME TO ME (THE MEMBER NOMINATOR) OR DIRECTLY TO THE NONPROFIT THAT I NOMINATED?

Awards will be mailed to or presented to the nonprofits by the end of December. Awards will go directly to the nonprofit organization; there is not a monetary award for the member nominator.

## IF I NOMINATE A NONPROFIT, AND THEY RECEIVE AN AWARD, WHAT DO I (THE MEMBER NOMINATOR) GET?

You and a guest will be invited to attend the award ceremony honoring our nonprofit recipients.

## IF MY NONPROFIT IS SELECTED AS A FINALIST, WHAT DOES THAT MEAN?

We will select a minimum of 18 finalists for the People's Choice Award, Employees' Choice Award and Past Recipient Choice Award. These finalists will be featured in our Make a Purchase, Make a Difference campaign in August and September, and will be posted online at [www.becu.org/awards](http://www.becu.org/awards), for public voting for the People's Choice Award in early November. If a nonprofit is selected as a finalist, they are guaranteed to receive an award. The level of award will be revealed at the People Helping People Award celebration event in December.