



# FREQUENTLY ASKED QUESTIONS

## ELIGIBILITY

### WHAT ARE THE ELIGIBILITY REQUIREMENTS?

BECU Members, holding a primary or joint membership, (including Employee Members) can nominate one or more eligible 501(c)(3) nonprofit(s) for the People Helping People Award Program via the entry form. Members' 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 (King, Skagit, Pierce, Thurston, Snohomish, Spokane Island and Kitsap) or South Carolina (Charleston), and whose work is focused in one of our seven giving areas and their respective subcategories:

## OUR SEVEN GIVING AREAS & THEIR RESPECTIVE SUBCATEGORIES

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

- **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/sub-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 the Charleston, South Carolina county.

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

Absolutely, as long as you have an individual primary or joint membership, you are welcome to nominate a nonprofit. If you don't yet have a personal account, you can open one at [becu.org/join](http://becu.org/join) or at your local Neighborhood Financial Center.

## 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) or the county of Charleston, South Carolina. We focus on the highest need nonprofits in our area and base our giving areas on the applications that were submitted in previous years.

## CAN I NOMINATE A NONPROFIT THAT HAS RECEIVED AN 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 2013, you would need to wait until 2016 to nominate them again.

## 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 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 an individual joint or primary member. To learn more about membership visit [becu.org/join](https://becu.org/join).

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

The nominating individual must have an individual joint or primary membership with BECU. To learn more about membership visit [becu.org/join](https://becu.org/join).

## **MY NONPROFIT WAS JUST STARTED. THEY FILED FOR A 501(C)(3) NUMBER, BUT HAVEN'T GOTTEN 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 an individual primary or joint BECU membership, and you volunteer with or donate to the nonprofit outside of work hours, 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.

# NOMINATION QUESTIONS

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## 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 it best fits. You will be asked to elaborate on your choice further in the application.

## CAN I NOMINATE MORE THAN ONE NONPROFIT?

Yes! Just fully complete the application for each 501(c)(3) you'd like to be 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. Applications that clearly have copied and pasted answers to the questions from the nonprofit's website, annual report, etc. 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 quantity. Additionally, it is a good idea to let the nonprofit know that you have nominated them and that they will be contacted by BECU in early August to complete their portion of the application.

## 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). The nonprofit will have the chance to include information from their perspective when they complete their part of the application in August.

## 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 charities via IRS Exempt Organizations Select Check Tool found here: <http://www.irs.gov/Charities-&-Non-Profits/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 nominee, but applications that exceed the word limit/character count will be disqualified. Character counts **do** include spaces, letters and characters. When reviewing your character counts, be sure to check the setting: Characters (with spaces).

## 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. We will communicate with your nonprofit in August for their portion of the application and then send out notifications to all nominators and nonprofits by the end of September.

## 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 [awards@becu.org](mailto:awards@becu.org).

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

We love member photos! We encourage members to share their BECU experience through stories and photos via our website. Unfortunately, photos will not be considered as part of the nomination process.

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

The award nomination process is only available electronically. Free public internet access is available at most public libraries.

## THE NONPROFIT I WOULD LIKE TO NOMINATE IS NOT BASED IN WASHINGTON STATE, BUT DOES DO WORK OR HAS AN IMPACT IN OUR AREA. ARE THEY ELIGIBLE?

Yes, as long as they meet our eligibility criteria and the funds will be put to use in our 9-county footprint (Washington counties of Island, King, Kitsap, Pierce, Skagit, Snohomish, Spokane, and Thurston; or Charleston, S. Carolina).

# MEMBER VOLUNTEER OF THE YEAR

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## 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?

Unfortunately, we require self-nomination for the Member Volunteer of the year. However, we've found that because the prize is a donation to the nonprofit that they volunteer with, people are generally more likely to nominate their nonprofit.

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

Only if your nonprofit has not been a recipient of the award in the last three years. We have a 3-year waiting period for past recipients to be able to receive another award. Example: If your nonprofit received an award in 2013, you would need to wait until 2016 to nominate them again. Additionally, organizations may only receive the Member Volunteer of the year once in their lifetime.

## WHAT IS THE AGE REQUIREMENT TO APPLY FOR THE AWARDS AND THE MVOY?

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

# NONPROFIT APPLICATION QUESTIONS

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

No, organizations are nominated by BECU members. As long as the member has supported your organization and you meet the eligibility requirements, you can receive this 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 PHPA celebration to meet new recipients and share their success.

BECU does not require heavy reporting around this award. We ask that the nonprofit recipients let us know any positive outcomes that came out of the award about one year after receiving the award. We do not have a formal reporting process regarding how the funds were used.

# RECIPIENTS AND AWARDS

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

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.

## HOW WILL RECIPIENTS BE NOTIFIED?

Nonprofit recipients 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 by the end of September.

## WHEN WILL THE WINNERS BE ANNOUNCED?

Winners will be announced December 6, 2018 at our PHPA celebration event and will be published on social media live at the event. Recipient information will be updated on [becu.org](http://becu.org) within 24 hours.

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

You and a guest will be invited to participate in 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 10 finalists for the People's Choice Award and the Employees' Choice Award. These finalists will be posted online at [becu.org/awards](http://becu.org/awards), where the public can vote in early November. If a nonprofit is selected as a finalist, they will receive one of the People Helping People awards, and the level of award will be revealed at the PHPA celebration event in December.

