

# American Crystal Sugar Company Factory Community Support & Contribution Grant Guidelines



American Crystal Sugar Company's Community Roots program is intended to provide monetary and other forms of support to many aspects of community life in the Red River Valley. In order to fulfill this objective, the following guidelines are offered:

## Local Contributions

- Each factory location will have a base budget of \$10,000 per fiscal year to be distributed in the form of individual small contributions to local charities. The East Grand Forks factory will have an additional \$10,000 due to its location in a larger population center.

## Community Grants

- In addition to the \$10,000 base budget, each factory will have a budget for up to \$15,000 per year to be distributed as larger grants in amounts of no less than \$5,000. These grants will be made to organizations after formal requests are submitted and evaluated by the Factory Contributions Committee. A separate grant request must be submitted for each contribution. The request form is attached and will be made available to agencies in hard copy form or the Company's website.

## Administration

- The Factory Contributions Committee will include the Factory Manager, Agronomy Manager, HR Generalist, and Factory Cost Accountant. The Committee will meet as frequently as each location feels is necessary to remain current with contribution requests.

## Eligible Organizations & Reporting

- Contributions will be made to Not For Profit agencies including charitable organizations and schools. Areas of focus should be education, hunger, and emergency services. Religious organizations are not generally eligible for contributions. However, in the event ACSC uses a church facility for meetings – a donation is acceptable as repayment for such use. Also, if ACSC is asked to donate sugar for fund raising purposes for religious organizations, these donations are not disqualified contributions.
- Each Factory Contributions Committee will maintain a record of all individual contributions, and will provide this to the Public Relations Manager at the end of each quarter during the fiscal year. The Committee will also coordinate with the Public Relations Manager and Human Resources to ensure that larger grants receive media and social media coverage.

# American Crystal Sugar Company Contribution Grant Request Form



**Requesting Organization:**

Organization Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Background Information About Organization:** (Membership, objectives, activities)

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**Proposed Use of Funds:**

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**Amount of Funding Requested:**

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Submit application to the nearest American Crystal Sugar Company factory				
American Crystal Sugar Company Crookston Factory P.O. Box 600 Crookston, MN 56716	American Crystal Sugar Company Drayton Factory P.O. Box 190 Drayton, ND 58225	American Crystal Sugar Company East Grand Forks Factory 1020 Business Hwy 2 East Grand Forks, MN 56721	American Crystal Sugar Company Hillsboro Factory 121 Hwy 81 NE Hillsboro, ND 58045	American Crystal Sugar Company Moorhead Factory 2500 N 11 <sup>th</sup> St Moorhead, MN 56560