

## **SUPPORT GUIDELINES**

We have chosen specific areas of focus in which we believe our support can have the most impact. If your request falls within one of these areas, please read on.

- Food programs
- Low- income housing initiatives
- Youth programs

Civeo does not make contributions to the following:

- Individuals, including our employees, friends or relatives
- Political and labor organizations
- Religious activities or programs that serve, or appear to serve, specific groups or denominations. However, if a proposal submitted by a church-based or similar organization falls clearly within program guideline and is intended to serve a broad segment of the population, we may consider the proposal on the same basis as others
- Adult recreational or athletic teams, or youth travel teams
- United Way agencies outside the annual United Way campaign
- Any organization that discriminates for any reason, including: race, religion, creed, age, sex, sexual orientation and national origin

If your organization meets the above criteria and would like to submit an application to our Community Investment Program, your proposal must include the following elements:

- A brief (2-page maximum) summary statement of the organization's project or program needs. This overview should explain how the proposal is aligned to one or more of Civeo's specific focus areas of support. It should also note the amount requested, the funding period and any key dates.
- The name of the organization, address, phone number and name of a contact person familiar with the proposal details.
- A program budget detailing the amount requested. The request should detail all sources of financial support including amounts committed or pending that might leverage any contribution made by Civeo.
- An audited financial statement for the previous year (if applicable)
- An overview of the percent of total functional expenses spent on fundraising, and administration costs vs. program implementation.
- A list of donors (United Way, corporations, foundations, individuals, government individuals and government agencies) to the overall organization, as well as a separate list of donors for the specified program to receive funding
- A copy of the organization's certificate of tax exemption

Please direct all correspondence in writing to:

Community Investment Committee  
c/o Tara Van Horn  
Civeo  
3790 98 Street NW  
Edmonton AB T6E 6B4  
Canada