



# FAQ

## FREQUENTLY ASKED QUESTIONS

### ELIGIBILITY

#### WHAT ARE THE ELIGIBILITY REQUIREMENTS?

Altra Federal Credit Union members (including employee members) can nominate one or more eligible 501(c)(3) nonprofit(s) they support with their time, talents, or money for the Best Life Community Awards via the online entry form. Member must be a legal resident of the United States and 16 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 Altra's specified service areas in Wisconsin, Minnesota, Tennessee, Texas, Colorado, and New Jersey.

**Education (Pre-K through college):** Access to education, mentoring, educational materials/experiences/programming.

**Cultural Enrichment:** Fair access to art experiences, underrepresented art and cultural organizations, and programs.

**Health:** Equitable access to healthcare, mental health, patient support, disability services and veteran advocacy.

**Preserving or restoring the environment:** Conservation, stewardship, and sustainability.

**Human Services:** Affordable housing, homelessness, senior advocacy, infant and child support, food insecurity resources, domestic abuse assistance.

**Strengthening local communities:** Neighborhoods, public safety, search and rescue, outdoor spaces, rotary/chamber, small and start-up businesses.

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 Altra 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/sub-categories above, including, but not limited to: sport teams and organizations that are unable to confirm the award will have a direct impact in the specified service areas in Wisconsin, Minnesota, Tennessee, Texas, Colorado, and New Jersey.





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

Yes! We welcome nominations from any Altra member.

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

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, 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 specified service areas in Wisconsin, Minnesota, Tennessee, Texas, Colorado, and New Jersey.

### **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 Altra award fund do not fund religious activities such as worship or proselytization

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

Yes, as long as you have an Altra membership, and the nonprofit meets all of the eligibility criteria.

### **MY CHILD IS A WONDERFUL VOLUNTEER, BUT THEY ARE NOT 16. CAN THEY APPLY? IF NOT, CAN I APPLY ON BEHALF OF MY CHILD?**

Per our criteria, you must be 16 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 AN ALTRA MEMBER; CAN I APPLY ANYWAY?**

The Best Life Community Awards are member-inspired. To nominate a nonprofit, you must be an Altra member. To learn more about membership visit <https://www.altra.org/about-us/membership>.

### **I'M NOT AN ALTRA MEMBER, BUT MY NONPROFIT HAS AN ACCOUNT WITH ALTRA. 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 or have a relationship with a "parent" organization that is a 501(c)(3).

### **CAN I NOMINATE AN ORGANIZATION THAT DOESN'T HAVE THEIR OWN EIN, BUT IS FISCALLY SPONSORED BY A "PARENT" NONPROFIT?**

Yes, you will have the opportunity to specify this in the nomination form.

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

Yes, assuming you have an Altra 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?**

You don't have to choose! We just ask you to confirm that the organization aligns to at least one of the giving categories. If selected as a semi-finalist, the nonprofit will be asked to complete a companion application, and they will have the opportunity to select the category in which they want to be considered.

### **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 <https://www.altra.org/about-us/altra-gives/best-life-community-awards>. Please note that all nominations must have unique answers written by the member. 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.



### **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 nomination, but the nomination must be submitted by someone who meets our eligibility criteria (an Altra member). Additionally, nominations containing responses that are clearly copied and pasted from a 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 the IRS 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. Character counts do include spaces and punctuation.

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

You will receive a confirmation email that your submission was received. If selected to move forward as a semi-finalist, you and the nonprofit will be notified in early September, and finalists will be notified in early November.

### **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 [info@altra.org](mailto:info@altra.org)

### **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 YOUR LISTED SERVICE AREAS BUT DOES DO WORK OR HAS AN IMPACT IN THOSE AREAS. ARE THEY ELIGIBLE?**

Yes, as long as they meet our eligibility criteria, and their work directly impacts the listed service areas.

### **I SUBMITTED MY NOMINATION. NOW WHAT?**

If you haven't already, it is a good idea to let the nonprofit know that you have nominated them. You can let them know that organizations selected as semi-finalists will be notified in early September, and will be asked to complete a supplementary application to provide additional information about their work. We will follow up with you in September regarding the status of your nomination(s).



## NONPROFIT APPLICATION QUESTIONS

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

No. Organizations are nominated by Altra members, and if the member has supported your organization and you meet the eligibility requirements, you can apply for and receive a Best Life Community Award. Organizations that have received \$10,000 or more from Altra in the last three years do not qualify for Best Life Community Awards consideration.

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

Best Life Community Award grants are considered unrestricted funds. Altra 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.

### **WHEN WILL THE WINNERS BE ANNOUNCED?**

Winners will be announced in December 2021 via social media and news outlets.

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

All finalists will be asked to provide photography to be used for BLCA marketing, including Community Choice Award voting. All finalists will also be considered for our Employees' Choice Awards voting. Public voting for the Community Choice award will be posted online at <https://www.altra.org/about-us/altra-gives/best-life-community-awards> during the voting window. The final award amounts will be revealed in December.