



El Paso Corporation - Contribution Request Process

Letter of Inquiry Submission

El Paso Corporation and its business units invite you to visit our website, www.elpaso.com/community, for information about our philanthropic focus. If your organization meets the guidelines for a grant or contribution, please begin the process described below with a *Letter of Inquiry*.

The *Letter of Inquiry* should be a **maximum of two pages** and include the following information:

- Description and mission of organization
- Geographic area and groups being served
- Description of program i.e. funding being sought, start and end date, and expected outcome
- Grant amount requested
- Why El Paso should fund the request
- Percentage of organization's total revenues that come from United Way
- Percentage of board members who contributed financially to organization in the last 12 months
- Organization contact name and e-mail address

Please attach the following to the letter:

1. Program Budget
2. Organization Budget
3. Committed funding support for indicated program/initiative
4. Other requested funding support for indicated program/initiative
5. List of board members with their professional affiliation
6. Copy of U.S. Treasury letter certifying the organization's 501(c)(3) tax-exempt 509(a)1 or 509(a)2 status or evidence of government agency status under Section 170(c)
7. Organization's total revenues and expenses for each of the last three years, and percentage of expenses spent on fundraising and administrative (F&A) costs (in summary form as follows):

	Last Year	Previous Year 1	Previous Year 2
Reporting Period			
Total Revenues			
Total Expenses			
% spent on F&A			

The letter of inquiry will be reviewed by the Communications & Community Relations staff within 45 days of receipt with regard to El Paso's giving guidelines and funding availability. Additional information for major requests may be required.

Please send all correspondence to:

El Paso Corporation
Office of Communications & Community Relations
Attention: Corporate Giving Department
P.O. Box 2511
Houston, Texas 77252-2511
Phone: 713-420-2878
E-Mail: community@elpaso.com

For express delivery:

El Paso Corporation
Office of Communications & Community Relations
Attention: Corporate Giving Department
1001 Louisiana
Houston, Texas 77002