



Policy and Guidelines for the BTC Connect Civic and Charitable Donations Program

AUDIENCE

This policy and related guidelines apply to Bahamian civic organizations and other non-profit entities who are seeking charitable donations and support from BTC for specific civic and social initiatives to be managed or supervised directly by the respective entity.

This policy and guidelines do NOT apply to persons or entities seeking to undertake “for profit” activities, or for events where BTC will expect to obtain direct and equitable marketing exposure by virtue of its investments. Those persons seeking corporate sponsorships for such events are directed to Policy and Guidelines documentation of the “BTC Corporate Sponsorship Program” to determine their eligibility and to make application should they qualify.

POLICY

The Bahamas Telecommunications Company Limited is committed to improving the quality of life for all Bahamians through its investments in promising civic and charitable initiatives. These efforts serve as the foundation to BTC’s firm commitment to good corporate citizenship which the company believes is essential to the promotion of healthy and robust communities throughout The Bahamas

GUIDELINES

Through the BTC Connects program, the company annually sets aside a portion of its budget to support civic and community development. While BTC will examine the full range of potential activities, the company has establish as its current priorities, those initiatives which support:

- Youth Development
- Promotion of Sports (at the National and League level)
- Bahamian Cultural Expression and Preservation..

In most cases grants will be considered between \$500 and \$10,000.00. Requests for donations exceeding \$10,000.00 must clearly demonstrate the ability to manage larger grants and track record for same. In all cases, justification for the requested amounts must be articulated and defended clearly.

Solicited funds should be for a *specific and discreet activity, project or program* or for a *defined capital or equipment expenditure*. Programs and projects should have defined deliverables and end dates.. NOTE THAT BTC will not fund operational or general expenses for any entity.

APPLICATION PROCEDURE

Organizations requesting donations must complete an application for Charitable Donation form (separate document). The form **MUST** be completed in its entirety. Incomplete applications will **NOT** be considered. The following information should be included or readily available:

- o List of Board members of the Organization, if applicable.
- o List of Operating Officers or Executives
- o Address of Organization and Location of Project to be funded (Street Address and P.O. Box).
- o Timeline for completion of Project Funding
- o Breakdown of Intended Use of Funds
- o Acceptable Quotations for Goods & Services where applicable
- o Expected Outcomes of Project Funds
- o Report on Utilization of Funds (at end of project life)

APPLICATION GRANT PROCESS AND TIMELINES

Applications will be reviewed ONLY in April and September of each year by the sponsorship committee of The Bahamas Telecommunications Company Limited. Therefore, ALL requests for donation should be submitted by **April 15^h** and **September 15th**. The decision will be

provided to the applicant in writing during mid May and October of the same year.

Completed applications must be submitted via BTC website as follows:

- Step 1: Go to **www.btcbahamas.com/btcconnection**
- Step 2: Download the Charitable Donation Application Form
- Step 3: Fill out the application form
- Step 4: Submit application form

Emails can be sent to: **btconnection@btcbahamas.com**

Mail:

The Bahamas Telecommunications Company Limited
C/O BTC Connect Foundation
Attention: Marlon Johnson/Vice President Marketing and Sales
P. O. Box N3048
Nassau Bahamas

ELIGIBILITY FOR GRANT AND SPECIFIC EXCLUSIONS.

The BTC Connect Program will only support non-profit organizations that are Bahamian based and have a demonstrated track record in the field of civic work. Considerations will be given to submissions from newly formed organizations provided that they are deemed credible in the field of charitable and civic duty. Charitable gifts will be restricted only to those activities which readily demonstrate the support of wholesome community and personal development and empowerment.

The BTC Connect Program will NOT under any circumstances provide assistance to the following groups:

- “For profit” companies and proprietorships (with the exception of clearly defined non-profit activities that are administered by a “for profit” entity).
- Political parties and their affiliated bodies.
- Advocacy groups

- Churches, with the exception of credible and clearly outlined civic organizations and activities managed by church bodies.
- Professional bodies and private sector organizations with the exception of membership dues and routine contributions for organizations in which BTC holds a membership.

OTHER EXCLUSIONS

Except that in the MOST EXCEPTIONAL of circumstances, note also that the BTC Connect program will **not** normally provide support for the following:

- Individual Sporting Teams or Individual Junkanoo Groups, with the exception of specific civic or community initiatives that may be undertaken by a group or team. (Note however that support for these efforts may be considered at the League or Association level as appropriate)
- Travel Expenses for Individuals or Groups – with the exception of National sports teams and other sanctioned and recognized groups representing the Bahamas at international events and competitions
- Pageant Contestants
- Educational or Training Expenses
- Medical Expenses

CONDITIONS

Organizations that are successful in their grant application will be required to meet the following conditions:

- BTC reserves the right to request progress reports on any funded organizations projects, campaigns or events.
- BTC reserves the right to proof and/or approve any materials that features the BTC name or logo, including and not limited to press releases, brochures, banners, signage, web pages, advertisements(print, radio, television or online) and merchandise.

- Organizations will be required to complete a detailed charitable donation follow-up report within thirty (30) days following the completion of the program. This will require the organization to demonstrate that all deliverables have been met consistent with the terms of the application and subsequent grant award.