



### Tips for Submitting Evergy's Community Impact Application and FAQ

- Before beginning an application, please make sure your project meets the Community Impact funding guidelines and aligns with Evergy's strategic focus areas found [here](#).
- We will only consider applications submitted through Community Impact. Emailed or mailed proposals will not be accepted.
- To familiarize yourself with the application requirements, you may preview the application sample [form here](#).
- Please provide all of the information requested in each question. Only use attachments for specified purposes. Please write clearly and concisely, paying attention to word limits. Avoid using language that is extremely technical. Spell out acronyms the first time they are referenced.
- We are unable to consider incomplete applications. Please complete all sections of the application unless a question is specifically marked as "optional."
- Once an application is submitted, you will not be able to make any further edits, unless additional information or clarification is requested by Evergy's Community Investment Review Team.
- On the [last page](#), review the information and check the "Agree to" box before clicking "Submit." By selecting "Actions" you will have the option to "print" a copy of the request.
- You will receive a confirmation email once your proposal has been successfully submitted.
- After your proposal is submitted, it will be reviewed by Evergy's Investment Review Team. We may contact you if additional information or clarification is needed.
- Please note that when requesting technical assistance for the site through the "Contact Us" or "Help" links, you are submitting your request to Community Impact's vendor, Benevity. Benevity hosts the Community Impact platform and can only assist you with technical questions about using the application form. Benevity cannot answer any questions about your eligibility to apply for funding, the status of your proposal, or about Evergy's Community Impact investments in general.

- If your request is approved or declined, you will receive an email confirming the decision. Additional requirements may be necessary to complete the approval and investment process, including, but not limited to, execution of a mutually agreeable investment agreement.

## **Frequently Asked Questions**

### **1. If our application is approved, when should we expect to receive payment?**

Investment payments will be processed the month following the month in which a completed application is approved. For example, if you submit your application and it's approved in the month of May, you should expect to receive payment by the end of June. Investment payments take 1-2 months to arrive depending on the date on which the application was submitted and approved.

### **2. What if I can't find my organization using the application search feature?**

You will have the ability to manually add your organization. Some organizations are listed with name filed with the IRS which may differ from the name used by the organizations in the community. If we elect to support your organization's request and it is not in the database, Evergy's Investment Review Team will begin the vetting process to add the organization. This may delay your payment by an additional month.

If at any time you have questions or need assistance, please email [contributions@evergy.com](mailto:contributions@evergy.com)