



## Charitable Giving

At Keller Services Heating and Air Conditioning, we want to be more than a business. We want to be involved in our community. As a part of that commitment, we believe in paying it forward and giving back to the community in which we live and serve.

While our efforts are focused on Tarrant County, we do not limit our giving to a specific timeframe throughout the year. Keller Services offers charitable contributions in the way of new equipment, HVAC repairs and services, and event sponsorships, as well as volunteering our time for special needs, single parents, seniors, and veterans.

Due to the number of requests we receive, we are moving the requirements for solicitation to an application process. Organizations and individuals in the key areas above will be required to apply and provide supporting documents for consideration. Individuals (friends and family members) may also nominate others for assistance if they meet the application requirements.

The decisions of Keller Services as to recipients shall be final on all matters concerning charitable contributions. There will be NO required purchases by the organization or individual receiving assistance. Persons who violate any rule, attempt to, or otherwise gain unfair advantage in the application process or obtain charitable contributions using fraudulent means will be disqualified and could face possible legal proceedings.

### **Guidelines**

We give to as many requests as the budget allows, but it is not feasible to fulfill every request. Therefore, we only consider organizations and individuals that meet the following:

- Organizations must provide direct services to individuals in the Tarrant County area.
- Individuals must live in the Tarrant County area.
- Organizations and individuals must clearly-state their needs, objectives, and long-range plans.
- All contributions are at the discretion of Keller Services Heating and Air Conditioning.
- To allow for adequate time for review and response, we ask that you allow 30 days from the date received for an answer. Once an application is received, our office will follow-up with a call or email.

**PLEASE NOTE:** You are only eligible to receive support twice a year. Past support does not guarantee future support. You must submit a new application and reapply each time.

### **Requirements**

The organization or individual must:

- Be located in Tarrant County.
- Be an organization that serves special needs, single parents, seniors, or veterans.
- Individuals must have special needs, be a single parent, senior, or veteran in Tarrant County.
- Organizations must provide proof of 501 (c)3 status.
- Individuals must show proof of homeownership.
- Not have applied for assistance in the immediate 6-months period.
- Submit an application and all required supporting documents to be considered for a charitable contribution (incomplete applications will not be considered).
- If your application is approved, any promotional or recognition to Keller Services (print or digital) created by your organization must be submitted for approval at least 72 hours before posting.



Charitable Giving Application

Charitable giving requests must be made in writing and will be considered when this completed form and all required support documents are received:

Keller Services
ATTN: Keller Kares
PO Box 1953
Keller, TX 76244

Email: info@keller-services.com

For Internal Use Only

Date Received:
Date Reviewed:
Approved: Declined:
Reason for Declination:
Approved by:

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Required Information

Organizations - proof of 501 c3 status, mission statement, background material on the organization, event, or program for which you are requesting a contribution, and a statement of need, objectives, and long-range plans.

Individuals - proof of homeownership, copy of driver's license and a utility bill in your name, and a statement of needs, objectives, and long-range plans.

Your application will be declined if any of the required documentation and information is missing.

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Name of organization / individual

Is this request on behalf of someone else? YES / NO

If yes, what is your relation:

Name of contact: Title:

Mailing address (charitable donation location):

City: Zip Code: Phone:

Email: Website:

Check the type of charitable giving you are requesting:

- Heating and Air Conditioning Services / Repairs
Event / Sponsorship \$ Amount Requested
Volunteering



Organization Mission / Individual Story:

Brief description of specific need:

Are you partnering with any other groups? **YES / NO**

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**Signature**

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**Date**