

**CMS Energy and Consumers Energy value the volunteer time you provide to organizations in your community. To recognize the importance of your volunteer work and support the nonprofit organizations making a difference in our communities, the Consumers Energy Foundation established the Volunteer Investment Program (VIP).**

**Through the VIP, organizations you support with your volunteer time can receive grants from \$100 to \$500. Awards are granted each year until funds for the program have been expended. This form describes how to apply for a VIP grant.**

### ELIGIBILITY – VOLUNTEERS

- CMS Energy and Consumers Energy full- and part-time employees (except officers and plant general managers) and retirees are eligible.
- Individuals are eligible if they volunteered a minimum of 45 hours over the past 12 months.
- Teams of employees and/or retirees are eligible if they volunteered a minimum of 45 hours collectively over the past 12 months for the same organization or its project/event. *Examples: United Way Day of Caring, neighborhood cleanup projects, museum guides, school mentors and tutors.*
- Team grants cannot be awarded for projects/events where volunteers are required to solicit pledges to participate. *Examples: walk-a-thons and bowl-a-thons.*
- School Volunteers – If an employee volunteers with a school, grant eligibility applies to activities and programs supporting math, science, English, athletics, cultural and social studies, music, parent-teacher organizations, school boards and tutoring.

### ELIGIBILITY – ORGANIZATIONS

- Nonprofit 501(c)(3) organizations can receive VIP grants.
- Programs operating under the tax exemption of a religious organization (i.e., church) are eligible to receive grants if they are open to the public and their purpose is unrelated to furthering a religious faith or creed. *Examples: church-sponsored day care centers, soup kitchens and food pantries.*
- Only one grant is available in a 12-month period per organization.
- Employee/retiree volunteers can submit an application for each nonprofit organization for which they volunteer.

### AMERICA'S PROMISE – CEEPSACER

- America's Promise – The Alliance for Youth works to provide every young person with the Five Promises so they would have a better chance to succeed in life. The Five Promises include caring adults, safe places, a healthy start, marketable skills and opportunities to serve. The Consumers Energy Foundation doubles VIP grants when volunteers and the nonprofit organizations provide at least two of the five promises on an ongoing basis. This program is called CMS and Consumers Energy Employees Providing Service Around Children's Essential Resources (CEEPSACER).  
Employees/retirees will be notified if their grant award falls under the America's Promise – The Alliance for Youth mission.  
*Examples: coaching a sports team, mentoring students, after-school programs and more.*

### HOW TO APPLY FOR A GRANT

1. Complete the application on the back of this form and submit it to your volunteer organization for signature and verification. *Note: A separate application must be completed for each organization and for each volunteer.*
2. Send the application to the Consumers Energy Foundation, EP8-210 in Jackson.

### GRANT REVIEW PROCESS

The Consumers Energy Foundation will review eligible applications on a regular basis. Grant awards are determined based on:

- The organization's needs, mission and impact on the community;
- Impact of the volunteer's time commitment;
- Number of employees/retirees involved;
- Ways in which the applicant(s) and the organization provide the resources for America's Promise, and other factors.

The grant is awarded to the organization on behalf of the employee/retiree(s).

### CONSUMERS ENERGY VOLUNTEER INVESTMENT PROGRAM GRANT APPLICATION

1. Make sure the back side of this form is completed, with verification by the organization listed and all appropriate signatures included.
2. Direct questions to the Consumers Energy Foundation in Jackson at 517-788-0432 or 1-877-501-4952.

**PLEASE FILL OUT PART I, AND HAVE PARTS II, III AND THE VERIFICATION STATEMENT COMPLETED BY THE ORGANIZATION. THEN SUBMIT THIS APPLICATION FOR EACH EMPLOYEE/RETIREE VOLUNTEER. (Feel free to make a copy of this application for your records. Make sure the form is filled out completely to avoid delays in processing VIP Grants.)**

**PART I – GRANT APPLICATION**

Name	<input type="checkbox"/> Consumers Energy Employee <input type="checkbox"/> CMS Energy Employee - Subsidiary: _____ <input type="checkbox"/> Retiree
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<b>IF ACTIVE EMPLOYEE, COMPLETE SECTION BELOW:</b>		<b>IF RETIREE, COMPLETE SECTION BELOW:</b>	
Job Title <i>(Please do not abbreviate)</i>		Phone	Retirement Date
Work Location	Phone	Address	
Supervisor	Supervisor's Work Location	Email Address	

**VOLUNTEER INFORMATION**

Estimated volunteer time commitment to the organization in the past 12 months (Minimum 45 hours)

Please note any leadership role(s) you have in the organization. *Examples: board or committee membership or event leadership*

Describe what you did for the organization and how your efforts made a difference for individuals or the community. Attach extra sheets if necessary.

Can we use your name in publicizing the award if it is approved (news releases, Company Web sites, etc)?  
 Yes       No

<b>Signature</b>	Hometown
Hometown Newspaper(s)	

**PART II - ORGANIZATION INFORMATION**

Name of Nonprofit Organization	
Purpose of the Organization	Geographic Area Served
If approved, how will the grant be used?	

**PART III - ORGANIZATION VERIFICATION**

Organization Name	
Address	
City, State, ZIP	Phone

**VERIFICATION STATEMENT (To be completed by nonprofit organization)**

By this statement, I confirm that

\_\_\_\_\_  
 Volunteer's Name

Has/Have contributed a minimum of 45 hours of volunteer work in the last 12 months.

\_\_\_\_\_  
**Signature of Organizational Representative (Required)**

\_\_\_\_\_  
 Date

**Return this completed form to:**  
**Consumers Energy Foundation**  
**One Energy Plaza, EP8-210**  
**Jackson, MI 49201-2357**  
**or Foundation@cmsenergy.com**

Consumers Energy Foundation Approval		
Approval Date	Amount of Grant	CEEPSACER Grant <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Mentor	<input type="checkbox"/> Protect	<input type="checkbox"/> Nurture
<input type="checkbox"/> Prepare	<input type="checkbox"/> Serve	