



The Committee meets regularly to review all requests. Foundant will provide a written response for each inquiry for support. The Committee will only consider one contribution request per year from each organization.

- All charitable requests must contain the following:
- The amount requested and funding periods.
- Any key deadline dates.
- The organization's program / project needs.
- The organization's program / project "fit" with Foundant's donation guidelines.
- The organization's goals and objectives.
- Specific Company employee involvement with the organization, if any.
- A mission statement of the organization or project.
- The organization's name, address, telephone number, and the name of a contact person familiar with the proposal.

If it is a first time or multiyear request, please include the following information on the formal request:

Current operating budget; program/project budget, if applicable; sources of financial support; amounts committed or pending; and a statement of administrative, fundraising and general expenses.

A copy of the organization's certificate from the Internal Revenue Service as a Sec. 501(c)(3) organization a list of officers, board members and affiliates.

A personal interview with an official of the organization may be required by one or more members of the Charitable Giving Committee as a condition of contributing.

If the request is made by a person in an outlying location, the interview can be accomplished by local management or by telephone.

At Foundant, we encourage good citizenship and responsiveness to the civic, cultural, health, and educational needs of the communities in which we operate. We are committed to our role as corporate citizens to support, to the greatest degree possible, those community organizations which provide services to our employees and the communities we serve.