



POLICIES AND PROCEDURES MANUAL

Instruction Number: PP #400.25.01	Date Issued: 12/1/10
Subject: Charitable Giving Guidelines and Procedures – AMETEK Foundation	
Effective Date: 11/22/10	Number of pages: 5

1.0 **PURPOSE:**

The Board of Directors of the AMETEK Foundation has established the following guidelines and procedures with respect to grants made to charities which are organized and operated in the United States.

2.0 **GUIDELINES:**

2.1 **Summary**

AMETEK Foundation considers grant applications from non-profit organizations which are tax-exempt public charities under Sections 501(c)(3) and 509(a) of the Internal Revenue Code (“U.S. Public Charities”), for programs that focus on education, health and welfare, civic and social service, and arts and culture. Foundation grants are usually awarded to qualified organizations for programs or projects that enhance the quality of life in communities in which AMETEK, Inc. has a presence. The minimum funding request is \$1,000. We ask that organizations limit their requests to one time per year.

2.2 **Funding Impact Areas**

The four primary areas of interest are:

Education: We have a solid stake in helping to ensure that today's students are well prepared to be tomorrow's leaders and innovators. In this regard, we fund:

- Programs targeted at kindergarten through post-secondary education
- Programs that help low-income and at-risk students succeed in school and prepare for post-secondary education
- Programs that enhance core competencies (such as reading, writing, math and science)
- Programs that focus on science/engineering at the post-secondary education level
- Seven, four-year college scholarships for children of full-time AMETEK employees through the National Merit Scholarship Corporation

Health and Welfare: We fund grants for health and welfare programs which fall into three categories: health care and human services, youth and recreational programs, and United Ways. In this regard, we support:

- Initiatives that emphasize quality health care improvements, wellness, and cost containment
- Youth and recreational programs that are directed to education, responsible citizenship, community involvement, and/or nurturing the well-being of society
- "Matching" of employees' United Way contributions dollar-for-dollar (no maximum). *Therefore, we have elected not to provide additional general operating support for United Way affiliated agencies.*

Civic and Social Service Programs: We believe it is essential to support organizations and programs that meet a community's basic needs. By enhancing the quality of life for people, they are more empowered to achieve personal growth and development and to take advantage of opportunities that extend beyond basic needs. In this regard, we support programs targeted to:

- Economic development in economically depressed areas
- Workforce development
- Conservation/sustainability
- Scientific literacy/uses of technology
- Diversity
- Community building

Arts and Culture: We invest in programs that promote participation in arts and cultural activities and experiences. In this regard, we support programs that:

- promote access to cultural opportunities for underserved and diverse communities, for young people and the elderly, and which advocate community involvement.
- create a more sustainable arts and cultural environment

2.3 **Qualifying Criteria**

We support only U.S. Public Charities that:

- are nondiscriminatory in their policies with regards to physical abilities, gender, race, age, sexual orientation, ethnic origin, and/or creed
- demonstrate program sustainability and measurable results

In addition, priority will be given to organizations that meet one or more of the following criteria:

- that are located or conduct significant activities in communities in which AMETEK, Inc. has a presence

- where there is **significant** financial or personal involvement on behalf of AMETEK employees, either through personal financial contributions to the organization of over \$1,000 and/or where AMETEK employees have volunteered at least 50 hours on the organization's behalf during the previous 12 months (individually or as a group of employees)
- that reach traditionally underserved and diverse communities
- that represent models in non-traditional learning environments
- that provide a model for similar programming within other communities

2.4 **Budget Guidelines**
Levels of Funding and Associated Criteria

Applicants should clearly state the amount of funding for which they are applying and address how their program meets the criteria for that particular level of funding. Funds should be spent within one year of grant award. Grants within the following ranges should meet all of the following criteria applicable to such grant range:

\$1,000 to \$5,000

- Funding request focuses on a local community
- Program reaches 20 or more clients in providing its services
- Program provides possible opportunities to engage local AMETEK employees in volunteerism or through personal financial contributions

\$5,000 to \$25,000

- Program engages the community and, if appropriate, an AMETEK facility in an integrated and meaningful way on a metropolitan wide or regional basis
- Program delivers services, disseminates information, provides training/outreach, and/or builds networks broadly in a major metropolitan or region

\$25,000 to \$50,000

- Funding request focuses on a **significant** regional, national or global community issue

2.5 **Program Sustainability**

We will give priority to organizations that can demonstrate ongoing sustainability. While we will consider repeat grants, we encourage organizations to obtain a diversified funding base. Repeat funding is not guaranteed and organizations requesting repeat grants must re-apply for funding through our grant process, showcasing results of prior funding.

2.6 **Restrictions**

Types of organizations or activities that are specifically excluded from support are:

- Grants to individuals
- Projects that directly benefit AMETEK, Inc. employees or customers
- Political or religious organizations/campaigns
- Medical education
- Liberal arts, fine arts, or similar education programs
- Scholarly research programs, regardless of academic discipline
- General endowment
- Social organizations (e.g. police chief or constable social clubs)

3.0 **PROCEDURES:**

3.1 **How to apply**

- Review the funding impact areas and qualifying criteria within Section 2.0 - Guidelines.
- If you determine that your project meets these criteria, please complete and submit a Request for Funding form (attached hereto as Exhibit A). Applications for a grant must include the following information:
 - Organization's mission statement
 - Purpose/objectives of the grant (including an explanation of the need for financial assistance)
 - Amount requested and rationale for funding
 - Schedule of implementation
 - Description of the benefits to be achieved and the population to be served
 - Description of the personal participation of AMETEK, Inc. employees
 - Current Internal Revenue Service determination letter regarding exempt status as a public charity under IRC Sections 501(c)(3) and 509 (a) (please note that we will also review the organization's exempt status as listed on the IRS' website).
- Applications should be signed by the preparer, the AMETEK Vice President & General Manager of the applicable Division and the AMETEK Group President/Corporate Executive Office before submittal to the Foundation
- Applications are reviewed bi-annually. There usually are only two AMETEK Foundation meetings per year, usually held in April and November
- Deadlines for submission of funding requests:
 - Last day in February for the April Foundation Meeting
 - Last day in September for the November Foundation Meeting

AMETEK FOUNDATION, Inc.

Exhibit A
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Section 3.1

Request for Funding

Date of Request
Name Title
Division/Subsidiary
Address
Telephone Number E-Mail Address

I would like to place this request on the agenda for consideration at the [please circle one]:
April Foundation Meeting -----November Foundation Meeting

Please Note: Deadline for the April Foundation Meeting is the last day in February.
Deadline for the November Foundation meeting is the last day in September.

ORGANIZATION PROFILE (please use additional sheets if more space is required)

Name of Organization
Address
Telephone Number E-Mail Address
Contact Person and Title
Is this organization a recipient of United Way funding Yes or No (please circle one)
Organization's mission statement [if applicable]

Purpose/objectives of the grant [including an explanation of the need for financial assistance]

Amount requested \$
Schedule of implementation: first year \$
second year \$
third year \$
fourth year \$
fifth year \$

Description of the benefits to be achieved and the population to be served

Describe your personal participation [including volunteerism and/or amount of financial support] and/or your AMETEK colleagues' participation in this organization

*Attach a copy of IRS 501(c)(3) determination letter.

Preparer's Signature Vice President & General Manager Group President/Corp Exec Office

Make sure you have answered all questions, dated and signed this form.
In addition space is necessary please continue on back of form