

# Aetna Foundation Matching Grant Program Guidelines

## September 2010

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The Aetna Foundation reserves the right to change or discontinue any of its programs at any time. The Aetna Foundation shall also determine the interpretation, application, and administration of the provisions of these programs, and its decisions shall be final.

## What is the Giving Campaign and how can I make a pledge or get more information about it?

- The Giving Campaign facilitates monetary contributions through individuals making pledges to eligible nonprofit organizations of their choice during the Giving Campaign. These are for donations you make by credit card through the Giving Campaign website or donations that you plan to make in the future (i.e., contributions directly to nonprofits, payroll deductions during the following year, securities transfers).
- **Pledges may be submitted through the 2010 Aetna Giving Campaign by following the online instructions at [www.cybergrants.com/aetna/aero](http://www.cybergrants.com/aetna/aero) between September 29 and October 29, 2010.**
- **Please address all questions about the 2010 Giving Campaign to the Giving Campaign Support Line: (888) 254-4059.** The Giving Campaign is running on a new platform this year that has a different process flow and appearance than previous years. The Giving Campaign Support Line staff is trained to answer questions about the Giving Campaign and this new platform.
- The Giving Campaign awards employees eight hours of Paid Time Off for donating at their sponsor level. During the Giving Campaign, you will be eligible for this PTO if your Giving Campaign pledge is equal to or greater than your sponsor level. Prior to the end of the calendar year, a confirmation e-mail will be sent to those individuals who pledged at their sponsor level.

The sponsor level is between .5% and 1.5% of an individual's annualized salary as reported by Human Resources. "Annualized Salary" means the salary equivalency of working full-time, not your part-time (.6 FTE, .8 FTE, etc.) salary. Since a full eight hours of PTO is granted for a sponsor-level contribution, the full, annualized salary is used to determine eligibility for this benefit.

### Sponsor Level Calculation:

Salary	Percentage of Salary
\$225,000 & over	1.50%
\$175,000 - \$224,999	1.25%
\$125,000 - \$174,999	1.20%
\$100,000 - \$124,999	1.00%
\$75,000 - \$99,999	0.85%
\$60,000 - \$74,999	0.80%
\$45,000 - \$59,999	0.72%
\$35,000 - \$44,999	0.66%
\$25,000 - \$34,999	0.60%
\$0 - \$24,999	0.52%

- Donations corresponding to Giving Campaign pledges may be paid by credit card through the Giving Campaign website, payroll deduction from the first 24 paychecks in the calendar year following the Giving Campaign, publicly traded securities from personal investment accounts (valued at closing price on the day the transaction is executed), or contributions made directly to nonprofit organizations (including credit card donations handled directly by nonprofit organizations).

- Paid donations (not merely pledges) are matched at a percentage up to \$10,000 per individual per calendar year.
- This program is available to full- and part-time regular Aetna employees, retirees\*\*, directors, and their spouses/domestic partners.

**\*\* Please Note:** To qualify for Aetna Foundation matching grant programs as a retiree, your years of service to Aetna plus your age at the time you terminated from Aetna must be greater than or equal to 65. The determination of retiree status for these programs may be different than for other benefits extended to Aetna retirees.

## What other Aetna Foundation matching grant programs are available, and how do I know which program I want?

- Personal Donations:

- The Aetna Foundation's Personal Donations matching grant program facilitates contributions to charitable organizations of the donor's choosing and, unlike the Giving Campaign, donors can apply throughout the year. Personal Donations matching grants are for donations that you have already made.
- Actual donations (donations confirmed by the recipient nonprofit organization) are matched at a percentage, up to \$5,000 per individual per calendar year.
- The donation may be made directly to the nonprofit organization or online through the Aetna Foundation Matching Grant website, [www.easymatch.com/aetna](http://www.easymatch.com/aetna). If you make your donation directly to the nonprofit organization, you must register your match request at [www.easymatch.com/aetna](http://www.easymatch.com/aetna). For additional information or assistance with this program, please call (888) 261-8653 for assistance.
- This program is available to full- and part-time regular Aetna employees, retirees\*\*, directors, and their spouses/domestic partners.

**\*\* Please Note:** To qualify for Aetna Foundation matching grant programs as a retiree, your years of service to Aetna plus your age at the time you terminated from Aetna must be greater than or equal to 65. The determination of retiree status for these programs may be different than for other benefits extended to Aetna retirees.

- Disaster Response:

- The Aetna Foundation's Disaster Response program facilitates contributions to relief/reconstruction efforts pertaining to a disaster. A disaster is defined as a significant incident such as a flood, high water, wind-driven water, earthquake, volcanic eruption, drought, blizzard, pestilence, famine, fire, explosion, building collapse, transportation accident or other situation anywhere in the world that causes human suffering and generates basic human needs for hundreds of individuals (or more) that cannot be alleviated without assistance.
- Individuals can donate to eligible organizations of their choice and request a matching grant at 100% up to \$5,000 per individual per calendar year.
- The Aetna Foundation's Disaster Response matching grants go to organizations that the Aetna Foundation identifies as best suited to provide relief and reconstruction for specific disasters. These may or may not be the same organizations to which individuals direct their personal donations. For example, you may choose to give \$500 to a local citizen's group rebuilding after a tornado; however, the Aetna Foundation's match may be sent to a national emergency response organization doing relief/reconstruction work for the same

disaster. Regardless of which organization receives Aetna Foundation's match grant, the funds will go to provide relief for the disaster toward which your contribution was directed.

- The donation may be made directly to the nonprofit organization or online through the Aetna Foundation Matching Grant website, [www.easymatch.com/aetna](http://www.easymatch.com/aetna). If you make your donation directly to the nonprofit organization, you must register your match request at [www.easymatch.com/aetna](http://www.easymatch.com/aetna). For additional information or assistance with this program, please call (888) 261-8653 for assistance.
- This program is available to full- and part-time regular Aetna employees, retirees\*\*, directors, and their spouses/domestic partners.

**\*\* Please Note:** To qualify for Aetna Foundation matching grant programs as a retiree, your years of service to Aetna plus your age at the time you terminated from Aetna must be greater than or equal to 65. The determination of retiree status for these programs may be different than for other benefits extended to Aetna retirees.

- This program is only one piece of the Aetna Foundation's overall response to disasters. The Aetna Foundation communicates with local offices and/or employees nationally when the need arises to respond to large-scale disasters with additional types of support.
- Volunteer Grants:
  - The Aetna Foundation's Volunteer Grants are designed to encourage Aetna employees and retirees to give back to their communities through donations of their time.
  - The Aetna Foundation will make a grant of up to \$300 to an eligible nonprofit organization for the first 20 hours that an employee or retiree volunteers for that organization in a calendar year.
  - There is no limit to the number of organizations for which an employee or retiree may request a Volunteer Grant; however, an organization may receive only one Volunteer Grant per volunteer per calendar year. Volunteering of more than 20 hours per year by one individual for a given organization will not result in multiple Volunteer Grants to that organization in one year.
  - You can request a volunteer grant online through the Aetna Foundation Matching Grant website, [www.easymatch.com/aetna](http://www.easymatch.com/aetna). For additional information or assistance with this program, please call (888) 261-8653 for assistance.
  - This program is available to full- and part-time regular Aetna employees and retirees\*\* only.

**\*\* Please Note:** To qualify for Aetna Foundation matching grant programs as a retiree, your years of service to Aetna plus your age at the time you terminated from Aetna must be greater than or equal to 65. The determination of retiree status for these programs may be different than for other benefits extended to Aetna retirees.

## What donations are eligible for grants?

- Must be an actual donation (paid, not merely pledged).
- The donation must be at least \$24. (There is no minimum donation required for the Disaster Response grant program.)
- The Aetna Foundation will match donations into "charitable trust funds" (commonly called charitable gift funds or donor-advised funds) as long as the fund is a public charity as described in

Section 501(c)(3) of the Internal Revenue Code. The Aetna Foundation will not match the amount of any grant from the fund to third-party charitable organizations.

## What donations/organizations are not eligible for grants?

- Donations for political concerns or organizations furthering political aims.
- Donations for faith-based organizations, unless the funds are directed to a specific program that is nondenominational in nature, does not espouse a specific faith (Buddhist, Christian, Hindu, etc.), and benefits the broader community outside of the organization as a whole (e.g., soup kitchen, homeless shelter, etc.).
- Donations to organizations representing a conflict of interest for the applicant, Aetna, or the Aetna Foundation.
- In-kind gifts; life income trusts; real estate; bequests; dues; subscription, membership, registration or sponsorship fees; tuition; student fees; insurance premium payments; or gifts that are not made as a direct contribution to eligible nonprofit organizations. Note: Donations made to eligible organizations to "sponsor a child" **are** eligible for Aetna Foundation matching grants.
- Pledges and third-party donations. This includes donations made on your behalf in lieu of receiving a prize or other tangible gift for participation in an event, drawing, contest, etc. For example, participating in an Aetna-sponsored health challenge and choosing to have the Aetna Foundation direct a donation to a nonprofit organization instead of personally receiving a gift for participating.
- Pooled donations. Donations cannot be pooled; grant requests must be submitted individually by the requesting individual for their personal donation only.
- Donations **distributed from** a charitable trust fund. The Aetna Foundation will not match the amount of any grant made by the fund to a third-party or charitable organization.
- Donations to private foundations or corporations.
- Donations to for-profit organizations.
- Donations entitling the giver to some personal benefit (goods, services, etc.) in return for their own or the Foundation's donations.

## What organizations are eligible for grants?

Organizations must be located in the United States or one of its possessions and be recognized as tax-exempt, with evidence of IRS 501(c)(3) designation or de facto tax-exempt status.

## How many donations can I make?

Individuals can make as many gifts to as many eligible organizations as they like. The Aetna Foundation will issue match grants up to the limits and percentages defined for each program.

## Is there a limit to the number or monetary amount of grants that an organization can receive in a year?

There is no limit on the number of individuals who make a donation to an eligible organization or the total amount in Aetna Foundation grants that the organization receives. Limitations of Aetna Foundation matches and grants are defined per individual donor.

## When are employee donations and Aetna Foundation grants sent to nonprofit organizations?

Donations collected by the Aetna Foundation from employees and other eligible participants (e.g., through payroll deduction, a completed credit card charge) are distributed to eligible organizations on a quarterly basis. Your contributions will be processed as we receive them, aggregated with other donors' contributions, and disbursed, in full, via quarterly payments to nonprofits.

Aetna Foundation matching grants for all programs except Disaster Response are distributed once a year in December, if all required documentation has been received from the nonprofit organization by December 5 (e.g., confirmation of volunteer hours, nonprofit status of the organization, confirmation of a monetary donation not made through the Aetna Foundation).

Aetna Foundation matching grants for Disaster Response program donations are distributed on a quarterly basis or sooner, as dictated by circumstances surrounding the disaster.

Payments are made on the following schedule:

**Please Note: Match requests will not be processed without the required documentation, even if your donation was received before the deadline shown in the table below.**

<b>Donations and Any Necessary Organization Documentation Received by:</b>	<b>Payment Mailed by:</b>	<b>Type of Payment:</b>
April 5	April 30	Employee Funds, Disaster Response Program Matching Grants
July 5	July 31	Employee Funds, Disaster Response Program Matching Grants
October 5	October 31	Employee Funds, Disaster Response Program Matching Grants
December 5	December 31	Employee Funds, Matching Grants for All Programs

It may take several weeks for a nonprofit agency to confirm your gift and provide the necessary documentation to process your match request.

## Why didn't the nonprofit organization receive my donation or the Aetna Foundation's grant pertaining to my donation of time or money in a timely manner?

Payments can be delayed for many reasons, including:

- If an employee or other eligible individual donates directly to a nonprofit organization, the Aetna Foundation must first receive confirmation of the donation from the organization before we can issue a matching grant.
- The Aetna Foundation needs documentation from nonprofit organizations as to their nonprofit status and other eligibility criteria before grants can be paid.
- In order to ensure efficient and cost-effective processing, the Aetna Foundation will not send a check to an organization until a \$100 minimum is met. The donation will continue to roll over to

the next quarter until this \$100 per check minimum is met. If, at the end of the calendar year, the \$100 minimum still has not been met, a check will be sent out to that organization.

## **How recently do I need to have volunteered or made a personal donation for it to be eligible?**

The match request must be submitted to the Aetna Foundation by you within six months of your financial gift or, in the case of Volunteer Grants, the date of your donation of time (volunteering). Confirmation of your gift of time or money by the recipient organization needs to be received within 60 days of your submission of the match request.

## **Why do I have to enter the "exact date of gift?"**

Nonprofit organizations need the exact date of your gift to verify receipt of the donation or completion of volunteer hours. The Aetna Foundation requires the exact date of the gift in order to determine if the donation of time or money is eligible to be matched and also to which program year limit it should be applied.

## **Why do I have to register each donation made to the same institution?**

The Aetna Foundation considers each donation a separate transaction and, therefore, must have appropriate documentation. This provides for consistent records among the donor, recipient institution and the Aetna Foundation, as well as compliance with our auditing standards. By requiring an entry for every donation made, the Aetna Foundation can ensure that every donation is matched appropriately.

## **If the Aetna Foundation matching grant for a request made through the Disaster Response program is not given to the same organization that the employee chose, who decides which organization the matching grant will be given to?**

The Aetna Foundation is in direct contact with local and national representatives at the time of a disaster. The Aetna Foundation and these representatives work together to decide which organization needs the donation at that point in time and/or will be able to use those funds to produce the largest positive impact.

## **What happens if a payment cannot be made to a nonprofit agency for some reason?**

In the event that either employee funds or Aetna Foundation matching grant funds cannot be delivered to a specific nonprofit agency, i.e., a check is returned and the organization does not respond to queries, the organization is out of business, etc., the donor will be contacted to designate an alternate nonprofit to receive the funds. The donor may also choose to have his/her funds returned to him/her. If the donor cannot be reached, the match request will be considered "abandoned" and closed. In this event, the donor's "abandoned" funds will be contributed anonymously to a default nonprofit agency, currently the United Way of Central and Northeastern Connecticut.

## **Who is responsible for the guidelines?**

The Aetna Foundation establishes guidelines for all programs. These guidelines are reviewed on an annual basis. If you have any questions or suggestions about the guidelines, please e-mail [AetnaFoundation@aetna.com](mailto:AetnaFoundation@aetna.com).