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## Employee Involvement Fund Grant Application

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Department and Location: \_\_\_\_\_

Telephone Number and Email Address: \_\_\_\_\_

Date of Employment: \_\_\_\_\_

Name of civic organization to which funds will be donated: \_\_\_\_\_

Mailing Address of Organization: \_\_\_\_\_

Phone Number of Organization: \_\_\_\_\_

Federal Tax I.D. Number: \_\_\_\_\_

Organization's Objectives: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe the nature of your volunteer work with this organization (including your role, the length of time worked there and average time spent weekly): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nature of request/project's purpose (What will this money be used for?): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Amount of Grant Requested (maximum \$250 per employee): \$ \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

### Eligible Employees

All full-time (regular) employees are eligible.

The applicant employee-volunteer must show active and ongoing participation in the organization.

Involvement may be by a number of employees as an organized group with a recognized leader, any one of whom may apply.

Active involvement must be with a specific project for which assistance is requested.

### Eligible Organizations

Local non-profit voluntary charitable and community public service organizations that have been in existence for at least one year and are directed by a governing board of volunteers.

(Organizations should be sustaining—AmSty should not be its primary source of funding).

### Eligible Projects

Deserving specific projects that require some element of employee involvement will be considered for one-time grants. Included: activities, materials and equipment or services that will have a measurable and lasting impact on the organizations and the community.

Assistance should make a difference to help fill a need—not merely displace normal support available in the community such as membership income, parents' support, government grants or regular community contributions.

### Ineligible Projects

Organizations whose primary purpose is to provide service to the Company's employees, such as employee clubs and recreational associations.

Organizations already receiving significant direct support under the Company's Contributions program.

Fraternal organizations that donate to other needy organizations.

Veterans' organizations and the sacramental activities of churches and religious organizations.

Political organizations and activities, plus others legally ineligible for contributions.

Any organization or activity representing a conflict of interest for the employee or the Company.

Operating and other regular expenses, including annual drives to cover them, and frivolous projects that result in little or no improvement in the quality of life.