

# Crane Co. Matching Gifts Program

## APPLICATION FORM

Eligibility requirements and other important information on the Matching Gifts Program appear on the reverse side of this form.

Please type or print clearly

**PART I:** To be completed by employee or director, and mailed with the gift to the eligible institution (see definition on reverse side).

DONOR:  Employee  Director

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Number and Street or P.O. Box City State Zip

BUSINESS UNIT/DEPARTMENT: \_\_\_\_\_

NAME OF ELIGIBLE INSTITUTION: \_\_\_\_\_

FORM/AMOUNT OF GIFT: Check or Money Order \$ \_\_\_\_\_  
Securities with market value of \$ \_\_\_\_\_  
Total value of this gift \$ \_\_\_\_\_

If securities \_\_\_\_\_  
Number of Shares and Description

I certify that the information submitted is correct and that my gift fully complies with the provisions of the program.

DATE OF GIFT: \_\_\_\_\_ SIGNATURE OF DONOR: \_\_\_\_\_

**PART II:** To be completed by an authorized officer of the receiving institution and mailed to Crane Co.

NAME OF INSTITUTION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Number and Street or P.O. Box City State Zip

ACCREDITED BY: \_\_\_\_\_

I certify that (a) the above named institution is tax-exempt and qualifies as an eligible institution as defined on the reverse side of this form and (b) the total value of this gift as indicated above was received on \_\_\_\_\_

Name of Certifying Officer: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Certified: \_\_\_\_\_

When Parts I and II have been completed, please return the entire form  
**PLUS A PHOTOCOPY OF THE FACE OF THE CHECK, MONEY ORDER OR SECURITIES** to:  
Crane Foundation, Inc. c/o Crane Co., 100 First Stamford Place, Stamford, CT 06902

|                            |              |                      |                    |
|----------------------------|--------------|----------------------|--------------------|
| Date Application Received: | Approved By: | Check Number & Date: | Date Check Mailed: |
|----------------------------|--------------|----------------------|--------------------|

# Crane Co.

## Matching Gifts Program

### Purpose

Crane Co. (Crane) has established a gift matching program to stimulate voluntary support of educational institutions. Effective December 1, 1981, Crane will match any eligible gift made by an eligible individual to an approved institution subject to the following guidelines.

### Eligible Individuals

Any full-time employee or any member of the Board of Directors of Crane Co., or any of its domestic divisions and subsidiaries, who, prior to the donation, has at least one year of continuous service with Crane, its domestic divisions or subsidiaries or with the domestic businesses acquired by Crane.

### Approved Institutions

1. Any educational institution (public or private, junior college, community college, technical institute, four-year college, university, seminary, theological school, post-graduate/professional school) which is:

- located in the United States or one of its possessions,
- non-profit,
- accredited by a nationally recognized accrediting agency,
- recognized by I.R.S. as a tax-exempt educational institution to which contributions are deductible for Federal income tax purposes.

2. A tax-exempt fund, foundation or association whose purpose is to transmit funds to an eligible institution or institutions described above.

### Eligible Contributions

1. Gifts must be personal contributions made, not merely pledged, directly to an approved institution in cash (check or money order) or marketable securities. The value of the securities, for the purpose of the program, will be determined by Crane and will be the quoted market value on the date of the gift or on the last preceding day when such a sale was made.

2. A minimum contribution of \$50 to any institution must be made to qualify for a matching gift.

3. The maximum contribution(s) that Crane will match will be \$5,000 per person, per calendar year.

4. The maximum limitation on matching gifts by Crane to any single institution will be \$20,000 per year.

### Ineligible Contributions

Crane will **not** match:

- payments for tuition, books or other student fees,
- dues to national or local alumni groups,
- subscription fees for publications,
- bequests,
- insurance premium payments,
- class dues,
- gifts to support athletics, including athletic subsidies and scholarships,
- gifts intended to fulfill personal pledges, tithes, or other church-related financial commitments,
- gifts to professors.
- gifts given through a third party or gifts given to an institution as a way of supporting a third party organization (e.g. athletic, religious or social organization).

### Conditions

1. Crane may suspend, change or terminate the program at any time.

2. The interpretation, application and administration of the provisions of the program shall be determined by Crane and its decision shall be final.

### Procedure

1. The donor should complete and sign Part I of the application form on the reverse side and mail it, along with the contribution to the designated institution.

2. An authorized officer of the institution should complete and sign Part II of the form and mail it with the required substantiation to:

**Crane Foundation, Inc.  
Matching Gifts Program  
c/o Crane Co.  
100 First Stamford Place  
Stamford, CT 06902**

3. Crane will verify the information on the form and after determining eligibility will authorize payment of a matching gift by Crane in accordance with the provisions of the program. Contributions may be made at any time during the calendar year. Matching gifts by Crane will be made quarterly.

4. Crane will notify the donor when the matching gift has been forwarded to the approved institution.