

# Walter J. McCarthy Volunteer Leadership Grant Program Individual Award

### Purpose of the program:

DTE Energy consistently takes a leadership role in strengthening the fabric of our communities. In fact, volunteerism is a long-honored tradition among the employees of DTE Energy. This proud heritage of employee volunteerism is part of our corporate culture. We have the power to make a difference. Serving on the Board of a nonprofit organization is a significant commitment. Board members are responsible for determining the organization's mission, selection of the CEO, ensure adequate financial resources and ethical integrity.

The purpose of this program is to recognize employees who volunteer in their communities and to support their involvement with nonprofit organizations.

### Individual Award Program Guidelines:

Through the Walter J. McCarthy Volunteer Leadership Grant program the DTE Energy Foundation awards up to \$1,000 on behalf of its employees and retirees who volunteer personal time with eligible nonprofit organizations in Michigan.

Most grants will be made in the amount of **\$500**. However, if the employee has taken on fiscal and fiduciary responsibilities as a member of the organization's Board, they are eligible to receive a larger grant of \$1,000.

Employees must volunteer a minimum of **40 hours per year** at an eligible nonprofit 501(c)(3) organization. Each employee is eligible for one individual grant award per calendar year.

Retirees must volunteer a minimum of **80 hours per year** at an eligible nonprofit 501(c)(3) organization. Each retiree is eligible for one individual grant award per calendar year.

### Eligible Organizations:

DTE Energy Foundation will provide grants to qualified organizations with IRS 501(c)(3) status where an employee or retiree volunteers personal time. The organization must be located within Michigan.

Each organization may receive a maximum of \$5,000 per calendar year of Walter J. McCarthy Award grants.

### Ineligible Organizations

Organizations not eligible for Volunteer Leadership Awards include:

- Any **non** IRS 501(c)(3) organization
- Religious organizations for religious (denominational) purposes
- Veterans, fraternal, recreational or social associations (such as college alumni associations or recreational clubs).
- Professional associations (such as chambers of commerce, and the American Society of Engineers).
- Political organizations.
- Those that discriminate based on sex , race or religion.

### Ineligible Volunteer Services

- Volunteer service that directly benefits eligible participants and/or their families
- Volunteer service performed by family members of the employee
- Volunteer service performed during company sponsored events
- Volunteer service performed at religious organizations except for when the activity is non-sectarian and for the benefit of the community at-large like a soup kitchen or shelter

### Application Process:

Employee/retiree completes Part A of the application and sends it to the organization for verification.

Director of the non-profit organization or the principal of the school where you volunteer completes Part B and verifies your volunteer activity within a 12-month period. The organization leader sends the signed form to:

Community Foundation for Southeast Michigan  
 Matching Gift Program  
 333 West Fort Street, Ste. 2010  
 Detroit, MI 48226  
 email: dtmatching@cfsem.org

along with a copy of the Internal Revenue Service 501(c)(3) letter of determination as well as a copy of your mission statement.

Volunteer grants are processed quarterly.

Eligible requests are processed and granted to organizations on the following quarterly schedule:

<b>Received by:</b> April 1	July 1	October 1	January 1
<b>Processed by:</b> April 30	July 31	October 31	January 31

The DTE Energy Foundation contribution will be sent directly to the nonprofit agency.

*DTE Energy Foundation reserves the right to make final determination of eligibility.*

*DTE Energy Foundation reserves the right to discontinue this program at anytime.*

### Mail completed application to:

Community Foundation for Southeast Michigan  
 Matching Gift Program  
 333 West Fort Street, Ste. 2010  
 Detroit, MI 48226

Email: dtmatching@cfsem.org