

Walter J. McCarthy Volunteer Leadership Grant Program Team 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.

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

Team Award Program Guidelines:

Through the Walter J. McCarthy Volunteer Leadership Team Grant program, the DTE Energy Foundation awards up to **\$1,500** on behalf of groups of five or more employees and/or retirees for participation in a community project or one-time fundraising event (e.g. walk-a-thon, bowl-a-thon) with eligible nonprofit organizations in Michigan. The leader of the team should submit the application.

If the team is involved in a fundraising effort, they are eligible to receive \$1,500. If the team is involved with a community improvement or entertainment activity and they do not actively fundraise for the organization, they are eligible to receive \$1,000.

A Team Leader can submit a maximum of three team grant requests per calendar year.

Only one team grant will be awarded for a specific project or event. Volunteer activities associated with or leading up to the specific project or event are not eligible.

Only one team grant will be awarded to a specific project or event occurring at a single location, regardless of the number of teams or employees involved. However, if the same project or event is held at different locations (i.e., Heart Walk of Detroit, Heart Walk of Ann Arbor, etc.) the organization **IS** eligible for one team grant per geographic location.

Funds awarded are for project-related expenses. Team grants are not to be used for registration fees or event sponsorship.

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:

Received by: April 1	July 1	October 1	January 1
Processed by: 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:

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Matching Gift Program
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Detroit, MI 48226

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