

Matching Grants to Education Guidelines

The “Matching Grants to Education” program has been created to enable employees, directors and retirees of Delta to participate with The Delta Air Lines Foundation in providing financial support to eligible colleges and universities. Under this program, the Foundation will match cash contributions made by active permanent full-time employees, directors and retirees to eligible colleges or universities as explained below.

WHO CAN PARTICIPATE?

All active permanent full-time employees, directors and retirees of Delta are eligible for participation, unless excluded by specific action of the Trustees of The Delta Air Lines Foundation. Gifts from spouses are not eligible.

ELIGIBLE COLLEGES AND UNIVERSITIES

Higher Education Organizations located in the United States or one of its possessions and recognized by the Internal Revenue Service as tax-exempt and designated a public charity under Section 501(c)(3) of the IRS Code or as an instrumentality of a federal, state or local government as provided by Section 170(c)(1) of the Code. The following institutions are eligible to receive matching grants from the Foundation:

- Any regionally accredited college or university located in the United States or its territories, at the two-year, four year or graduate level listed in the current *Higher Education Directory, Colleges and Universities* and which is recognized by the Internal Revenue Service as an educational institution to which contributions are deductible for federal income tax purposes.
- Any fund or foundation, which is an integral part of such institution or is a fund or foundation which will submit all contributions received by it directly to the college or university and to which contributions are deductible for federal income tax purposes.

Both privately-owned and tax supported institutions are eligible. Final determination of an educational institutions initial and continuing eligibility will be made by The Delta Air Lines Foundation.

WHAT CONTRIBUTIONS ARE ELIGIBLE?

- Must be a personal gift, from the donor’s personal funds, which has been paid and not simply pledged. The minimum gift eligible for matching is \$25.
- The maximum amount matched per employee per year is \$2,000.
- Gifts must be personal contributions made directly to approved institutions.
- The donor’s limit is based on the date of the gift.
- Gifts must be in the form of cash or check. No other form of personal or real property will be matched.
- Gifts must be paid, not pledged.

WHAT IS NOT ELIGIBLE FOR MATCHING?

- Gifts to elementary, middle or high schools
- Gifts to college preparatory schools
- Gifts to athletic funds, athletic foundations or athletic programs
- Purchases of goods and services including tickets for athletic events or payment of alumni dues
- Gifts for endowed professorships, capital campaigns or scholarship funds

- Pledges to make future contributions
- Payment of tuition and student fees
- Gifts of stock or other property
- Gifts to organizations, foundations or programs
- Gifts of real or personal property
- Cumulative gifts from several individuals reported as one contribution

HOW THE PROGRAM WORKS

The employee should:

- Complete Part 1 of the form.
- Checks must be payable to the actual name of the college or university.
- Mail the *original* form, with the donation and any other necessary documentation, to the institution of your choice that meets the criteria listed in the guidelines. (Faxed copies will not be accepted.) The matching amount provided by The Delta Air Lines Foundation will be for unrestricted support.

The recipient organization should:

- Complete Part 2 of the *original* application form.
- The authorized officer of the charity must verify the donation, sign the application and return the *original* form to The Delta Air Lines Foundation Matching Grants to Education Program, P.O. Box 7898, Princeton, NJ 08543-7898.

Eligible gifts are processed and matched to institutions on the following quarterly schedule.

Forms Received by:	Matching Gifts Paid by:
March 1	March 31
June 1	June 30
September 1	September 30
December 1	December 30

IS THERE A TIME LIMIT FOR MATCHING MY GIFT?

Gifts must be registered within one year of the date of gift. Matching gifts requests received after that time will not be eligible.

All matters relating to interpretation, application and administration of provisions of this program or otherwise relating to the program shall be determined by the Foundation, and its determination shall be binding.

The Delta Air Lines Foundation reserves the right to amend, suspend or terminate this program at any time.

All questions concerning the program should be addressed to:

The Delta Air Lines Foundation
Matching Grants to Education Program
P.O. Box 7898
Princeton, NJ 08543-7898
Phone: 1-866-454-8212

Additional forms may be obtained through your local manager’s office or through the above listed Foundation address. Matching Gifts can also be applied for via [the web at http://www.easymatch.com/delta](http://www.easymatch.com/delta)

The Delta Air Lines Foundation

Matching Grants to Education Request Form

INSTRUCTIONS

Donor:

- Complete Part 1 of this form – one for each gift. *Please print or type.*
- Checks must be payable to the actual name of the college or university.
- Send the form and a copy of the program guidelines with your contribution to the recipient organization.

Recipient Organization:

- Verify receipt of gift.
- Complete Part 2 of this form. *Please print or type.*
- If this is your first matching gift request to The Delta Air Lines Foundation Matching Grants to Education Program, enclose a copy of your Internal Revenue Service 501(c)(3) IRS determination letter and a brief description of your organizations primary purpose.
- Forward form to the address printed below.

PART 1 - DONOR SECTION

EMPLOYEE NUMBER

EMPLOYEE NAME

HOME ADDRESS

CITY/STATE/ZIP

BUSINESS TELEPHONE, INCLUDING AREA CODE

DEPARTMENT NUMBER

E-MAIL ADDRESS

EXACT DATE OF GIFT

\$ _____ \$ _____

AMOUNT OF GIFT (MIN \$25)

AMOUNT OF MATCH REQUESTED

Type of gift: Please check one:

Cash Check

Checks must be payable to the actual name of the college or university.

NAME OF ORGANIZATION

ORGANIZATION CITY, STATE

RESTRICTION OR PURPOSE (IF ANY)

I certify that neither my family nor I will derive any direct or indirect financial or material benefit from this contribution. I certify that this contribution does not represent payment for tuition, services or other personal financial obligations. I have read and understood the guidelines of The Delta Air Lines Foundation Matching Grants to Education Program.

EMPLOYEE SIGNATURE

DATE

PART 2 - RECIPIENT SECTION

EMPLOYER IDENTIFICATION NUMBER (EIN)

ORGANIZATION NAME

ADDRESS

CITY/STATE/ZIP

TELEPHONE, INCLUDING AREA CODE

E-MAIL AND WEBSITE ADDRESSES (IF ANY)

DATE RECEIVED

\$

\$

AMOUNT OF GIFT

TAX DEDUCTIBLE GIFT AMOUNT

I hereby certify that this organization/program meets the eligibility requirements of The Delta Air Lines Foundation Matching Grants to Education Program, and that neither the donor nor The Delta Air Lines Foundation will derive any personal material benefit from this gift or match.

AUTHORIZED OFFICER'S NAME/TITLE (PLEASE PRINT)

SIGNATURE OF AUTHORIZED OFFICE

DATE

MAIL COMPLETED FORM AND ANY REQUIRED ENCLOSURES TO:

The Delta Air Lines Foundation
Matching Grants to Education Program
P.O. Box 7898
Princeton, NJ 08543-7898

Phone: 1-866-454-8212

E-mail: delta@easymatch.com

Web Site: <http://www.easymatch.com/delta>