

## ***GannettMatch Guidelines***

### **How does GannettMatch work?**

- An eligible donor makes a contribution to an eligible non-profit organization.
- The donor registers a matching gift request with the Gannett Foundation using this Internet site.
- The organization's receipt of the donor's gift is verified by the Foundation.
- Following receipt of verification from the organization, gifts will be approved for payment. Matching gifts are paid throughout the year.
- Each year, up to \$10,000 of a donor's eligible gifts are matched on a dollar-for-dollar basis.
- Gifts must be registered within 12 months following the date of the gift.
- Organizations must verify gift within 180 days of registration date.

### **Who is eligible to participate?**

- All active full-time and regular part-time employees of Gannett Co., Inc.
- Members of the Gannett Co., Inc. Board of Directors.
- An employee or director may qualify for matching funds for 30 days after retirement.

### **What organizations are eligible?**

- Tax-exempt charitable organizations [defined as Section 501(c)(3) AND 509(a)(1) or 509(a)(2) public charities by the Internal Revenue Service].
- Tax-exempt hospitals or medical centers.
- Tax-exempt degree-granting two- and four-year colleges, universities, graduate or professional schools, engineering or technical institutions and public and private preschools, elementary and secondary schools in the United States and its territories.
- A governmental unit described in Internal Revenue Service Code Section 170(c)(1).

### **What gifts are eligible to be matched?**

- Each donation must be a minimum of \$50 in the form of:
  - Cash
  - Check
  - Credit card
  - Publicly listed securities (value determined by the average price on the date of the gift)
- The maximum paid matches for each eligible donor is \$10,000 per year.

### **What gifts are NOT eligible to be matched?**

- Gifts for programs or initiatives where the primary purpose is the promotion of religious doctrine or tenets. Note: Gifts to sectarian organizations may be matched at the Foundation's discretion, if the organization uses the funds primarily to benefit the community. For example, gifts to a church soup kitchen that serves the general public will be considered for matching, while gifts to a church building fund will not.
- Political action or legislative advocacy groups or voter registration drives.
- Gifts to the United Way.
- Pooled gifts, whether or not the contributors are individually eligible as participants.
- Dues and/or membership payments, tuition payments, subscriptions for publications or any other payment not made as a direct gift to an eligible tax-exempt organization.

- Payments made at an auction, raffle, bingo or charitable sale do not involve a charitable contribution, but rather a payment in exchange for something. These contributions do not qualify for matching gift funds.
- Insurance premiums or other payments not made as a direct gift to an eligible medical institution.
- Gifts for which the donor, family members or friends receive a benefit.
- Gifts made by spouses or other family members.
- Gifts in kind (i.e., donations of goods or services).
- Gifts made to or through third parties.
- Gift pledges. Matching gift registrations are accepted only after the eligible charitable contribution has been made.
- Contributions to individuals.
- Ticket purchases to events or performances.
- Private Foundations
- Donor advised funds

**Note:** Nothing contained in these guidelines shall obligate the foundation to match a gift, nor shall this program constitute a pledge to make a gift.