

Summary

iCare@ipswitch funding is available for employee involvement programs designed to nurture and support the unique passion and interests of full time and part time Ipswitch employees.

When you apply for funding, please remember that we are trying to efficiently get money to causes and minimize administrative requirements. You can help us by closely following the policies described below.

Description**MATCHING GRANTS AND EVENT SPONSORSHIPS**

Ipswitch will match the personal donations of employees across a broad range of social issues, and will support the active involvement of employees in non-profit events, such as walk-a-thons, bike rides or golf tournaments. If your donation grants you a 'membership' to the organization, we do not review that as a matching grant and therefore you should not request matching funds. If the membership worth can easily be deducted, we will match the remaining amount donated.

Employee personal donation to a nonprofit organization and employee active involvement in the event, are the primary evaluation criteria. Possibilities are not limited to any specific cause, though eligible institutions must be classified as a 501c3 organization by the Internal Revenue Service and are subject to approval by Ipswitch's Human Resources department. Political and religious advocacy organizations are not eligible for consideration.

Matching grants are awarded on a first-come, first-serve basis and not more than one per employee in a calendar year. Up to \$250 in matching funds are available for employee donations (no event involvement required), and up to \$250 in event sponsorship funds as available for active (i.e., you are on the board, involved with planning and finances of the organization) involvement in a nonprofit event (no employee donation is a required).

Availability of matching grants and event sponsorships will be determined based on resources available and other funding commitments. To apply, submit a completed *Funding Request* form to Human Resources, and allow 30 days for check processing.

ANNIVERSARY GRANTS

In recognition of your **first year of service to the company**, Ipswitch will donate **\$100** to the charity of your choice.

In recognition of your **three years of service to the company**, Ipswitch will donate **\$100** to the charity of your choice.

In recognition of your **five years of service to the company**, **you will receive an anniversary gift from Ipswitch.**

In recognition of your **six years of service to the company**, Ipswitch will donate **\$100** to the charity of your choice.

In recognition of your **nine years of service and beyond (every three years)**, Ipswitch will donate **\$100** to the charity of your choice.

Availability of Anniversary Donations and Anniversary Awards will be determined based on resources available and other funding commitments.

Eligible employees will be contacted and provided paperwork for you to nominate an organization to receive the grant. If you do not have a personal favorite non-profit, you may ask HR for suggestions.

NEW PARENT GRANTS

The company donates **\$100 to any children's charity** of your choice each time an employee or spouse of an employee becomes a parent through birth or adoption. Eligible employees will be contacted and provided paperwork with two options:

Availability of New Parent Grants will be determined based on resources available and other funding commitments

All eligible institutions must be classified as a 501c3 organization by the Internal Revenue Service, and are subject to approval by Ipswitch's Human Resources department. Political and religious advocacy organizations are not eligible for consideration.