



## The J. Paul Getty Trust Employee Matching Gift Program

*The Employee Matching Gift Program has been established as an incentive to encourage employees to make charitable contributions by enabling them to direct matching contributions to the charitable organizations of their choice, provided the contributions meet the established policies and procedures of the J. Paul Getty Trust Employee Matching Gifts Program.*

### Eligible Persons

- Any person who is employed by the Trust as a full-time regular employee at the time the donation is made.

### Qualifying Organizations

- In keeping with the mission of The J. Paul Getty Trust, matching gift contributions must benefit educational or arts-related programs or organizations.
- For any organization whose primary purpose differs from the mission of the Trust (i.e., is not an educational or arts-related organization), contributions must benefit an educational or arts-related project or program. The organization must provide evidence of how the matching funds are to be applied.
- The organization must be recognized by the Internal Revenue Service as tax-exempt under section 501(c)(3) of the Internal Revenue Code and must not be a private foundation, as evidenced by a determination letter from the IRS. A recipient organization must provide a copy of its current IRS determination letter, regardless of whether the organization is a prior matching gift recipient, as well as information describing the nature of the organization.
- Payments for books, or other student fees for individuals are ineligible (donations to general scholarship funds are eligible).
- Gifts to federated organizations such as Combined Health Appeal and United Way are ineligible.
- Gifts to programs or institutions wholly funded by The J. Paul Getty Trust are ineligible.
- Contributions to "donor-advised" funds and "donor-directed" funds are ineligible.
- Contributions to religious, political, or fraternal organizations are ineligible.

### Qualifying Gifts

- A gift must be made personally by an employee in cash or by check and accompanied by the matching gift form. Pledges will not be matched.
- No payment whereby an employee or another person receives a resulting benefit will be matched.
- Payments for tuition, tickets to dinners and other fundraising events, raffle tickets, dues paid to alumni associations and contributions to athletic support groups, and gifts designated for athletic scholarships, departments or programs are not eligible.
- The program runs on the Trust's fiscal year, July 1 – June 30. The Employee Matching Gifts Program matches personal gifts from a minimum of \$25 up to \$2,500 per fiscal year, and will be matched at a one-to-one ratio.
- The Trust may suspend, terminate, or modify the Program at any time at its sole discretion. The interpretation, application, and administration of the Program, including eligibility of charities, shall be determined by the Trust, and its decisions shall be final.



# The J. Paul Getty Trust

## EMPLOYEE MATCHING GIFT FORM

### Employee Completes this Section

Employee name (please print)

Home address

City

State

Zip code

( )

Daytime phone number

Employee identification number

Employee's relationship (if any) to recipient organization: \_\_\_\_\_

Date of Gift: \_\_\_\_\_ Amount of gift (minimum of \$25): \$ \_\_\_\_\_

**I certify that this gift is solely for the use of the organization named and neither I, nor any member of my family, nor any third party, will benefit in any way from this gift. I further certify that the amount given is entirely my own and meets the qualifications of the Employee Matching Gift Program.**

Signature of employee

Date

### Procedures

#### Employee

Please complete the following:

- Fill out the top section of the form.
- Sign where indicated.
- Attach the form to the check or other gift.
- Send the form to the recipient organization along with the gift.

#### Recipient Organization

Please complete the following:

- Verify the accuracy of the information provided.
- Fill out the bottom section of the form.
- Sign the form. Your signature acknowledges the receipt of the gift and declares there will be no personal benefit to the donor as a result of the gift.

Return the form to:

Matching Gifts Coordinator  
The J. Paul Getty Trust  
The Getty Foundation  
1200 Getty Center Drive, Suite 800  
Los Angeles, California 90049-1695

The following must be enclosed:

- Copy of 501(c)(3) letter from the IRS
- Information about recipient organization

Contributions must benefit an educational or arts-related project or program. For any organization that is not an educational or arts-related organization, please include specific information on how the funds will be applied; i.e., arts education scholarship funds, public awareness project. Include a specific project title as applicable.

*Please Note:*

The form must be returned by the recipient organization within 60 days of the date of the gift.

**The Trust requests that no publication be made of its matching contribution. Only the employee shall be credited by the recipient organization as a donor.**

#### The J. Paul Getty Trust

The Trust will review the completed form received from the recipient organization. If all requirements have been met, the Trust will match the gift in the amount specified according to the terms of the program.

The Trust will send its matching check directly to the recipient organization.

The J. Paul Getty Trust may suspend, terminate, or modify the program at any time at its sole discretion. The interpretation, application and administration of the program, including eligibility of charities, shall be determined by the Trust, and its decisions shall be final.

### Recipient Organization Completes this Section

Name of organization receiving gift

Contact name

Organization address

City

State

Zip code

( )

Telephone number

Organization taxpayer identification number

Describe the organization's primary purpose or mission and attach a copy of the 501(c)(3) letter from the IRS:

*If the organization is not an educational or arts-related organization, the contribution must benefit an educational or arts-related project or program. Describe how the funds will be applied, including a project title.*

I certify the above gift was received. This organization is tax-exempt under the U.S. Internal Revenue Code, and is not a private foundation. I further confirm that no direct, tangible benefit will accrue to the donor, to any member of his or her family, or to any related third party as a result of this gift, and it **will be used for the diffusion of artistic or general knowledge** in conformance with the mission of the J. Paul Getty Trust.

Name of officer authorized to sign on behalf of the recipient organization

Title

Signature of authorized officer (stamp signature will not be accepted)

Date