



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. Such gifts must conform to the terms of the J. Paul Getty Trust Matching Gifts Policy.

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 non-profit arts and educational organizations or programs. Examples of eligible organizations include visual and performing arts organizations, museums, colleges and universities, libraries, preservation organizations, or public television and radio.
- For any organization whose primary purpose differs from the mission of the Trust (i.e., is not an educational or arts organization), contributions may only be matched if the organization is on the Getty's approved list, and if the donation is directed toward an arts or educational project or program. An approved list of such eligible organizations is reviewed and approved and distributed to employees and Trustees on an annual basis.
- 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.

Terms of Eligibility

- 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 \$50 up to \$2,000 per fiscal year, and will be matched at a one-to-one ratio.
- 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.
- Matching gifts forms must be received within 60 days of the date of the employee contribution in order to be matched.
- No payment whereby an employee or his/her family member(s) receive a resulting benefit will be matched. For example, memberships, payments for tuition, tickets to dinners and other fundraising events, dues paid to alumni associations, and contributions to athletic booster organizations.
- Ineligible Gifts: Payments for books or other student fees for individuals (donations to general scholarship funds are eligible); gifts to programs or institutions wholly funded by The J. Paul Getty Trust; contributions to "donor-advised" funds and "donor-directed" funds; and contributions to religious, political, or fraternal organizations.
- 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 and Sends to Recipient along with Check

Employee name (please print) _____

Home address _____

City _____ State _____ Zip code _____

() _____ Employee ID #: _____

Daytime phone number _____

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

Date of Gift: _____ Amount of gift (minimum of \$50): \$ _____

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 _____

Instructions for Recipient Organization

Please complete the form and enclose a copy of your 501(c)(3) letter from the IRS.

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:

Grants Administration
The Getty Foundation
1200 Getty Center Drive, Suite 800
Los Angeles, California 90049-1685

Deadline

Forms must be received within 60 days of the date of the gift in order to be matched.

Payment

If all requirements have been met, the Trust will match the gift and send its check directly to the recipient organization.

Credit

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.

J. Paul Getty Trust Policy

Contributions may only benefit non-profit arts and educational organizations. For organizations that are not arts or educational, contributions for arts or educational projects will only be matched if the organization is on the Getty's approved list.

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 and Returns to Getty

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:

Matching gift contributions must benefit non-profit arts and educational organizations. Please describe the arts and/or education program that funds will be applied to, including a project title, if applicable.

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 arts and educational organizations and/or programs.

Signature and title of authorized officer (stamped signature will not be accepted) _____

Date _____