

LYONDELL VOLUNTEER GRANT PROGRAM

Volunteer Grant Program provides a grant to eligible nonprofit organizations where employees of Lyondell companies regularly volunteer.

Lyondell volunteers must participate with the designated organization during his or her personal time (not released time during regular working hours):

- a minimum of 10 hours per month for 12 months or 120 cumulative hours in a calendar year to receive a \$500 grant.
- a minimum of 5 hours per month for 12 months or 60 cumulative hours in a calendar year to receive a \$250 grant.

The volunteer must be a regular active full-time employee of Lyondell or its affiliates.

An officer of the nonprofit organization must certify the volunteer activity and hours of participation.

Volunteer grant checks will be sent directly to the recipient organization.

ELIGIBLE ORGANIZATIONS

Organizations must be served by at least one Lyondell volunteer meeting participation requirements.

Organizations in the United States must be designated by the Internal Revenue Service as a nonprofit, tax-exempt public charity under Section 501(c)(3) of the IRS code. Other eligibility restrictions may apply.

Organizations located outside the United States must first transmit to Lyondell certification of its charitable intent, a copy of its bylaws, and audited financial statements indicating the amount and percentage of private contributions, governmental support, and any other sources of monetary support.

INELIGIBLE FOR GRANTS

- Professional associations.
- Religious, political or fraternal organizations.
- Activities performed on behalf of Lyondell.
- Organizations whose IRS tax-exempt status has expired.
- Organizations that discriminate on the basis of race, sex, color or creed.

ADMINISTRATIVE CONDITIONS

To apply for a volunteer grant, employees must fill in Part A of this application and forward this form to the non-profit organization. The non-profit organization is to complete Part B and return this form to Lyondell along with a copy of its IRS 501(c)(3) Tax Determination Letter (first-time requests). Lyondell must have on file the organization's nine-digit Employer Tax Identification Number prior to payment of a grant. All newly created organizations with an "Advance Ruling Date" that has expired and/or a grace period that has ended will not be eligible for a Volunteer Grant until the "Final Determination Letter" from the IRS is received by Lyondell.

- Enclosed with the volunteer grant check will be the form "Acknowledgment of Charitable Contribution," which must be completed by the organization and returned to Lyondell.
- No organization may receive more than \$2,500 per calendar year from the Volunteer Grant Program, regardless of the number of Lyondell employees who volunteer their time to the organization.
- No organization can receive more than \$500 per calendar year for any one employee volunteer.
- Grants for sports leagues are \$250 and no qualified organization may receive more than \$500 per calendar year from the Volunteer Grant Program, regardless of the number of Lyondell employees who volunteer their time to the organization.
- A separate form must be completed for each volunteer grant contribution.

At its discretion, Lyondell may choose to seek additional information about the organization, or the volunteer activity. Lyondell reserves the right to determine whether any grant shall be made. Lyondell may change, revoke, suspend or terminate this program at any time.



FOR MORE INFORMATION CALL (713) 652-4170

PART A: Employee will complete Part A then send form and guidelines to nonprofit organization.

Your Name: _____ Circle Company: Lyondell Equistar Millennium Refining

Home Address: _____ Work Location: _____

City: _____ State: _____ ZIP: _____

Home Phone: _____ Work Phone: _____

Nonprofit Organization Receiving Grant: _____

Amount of Gift Requested: \$250 \$500 Year you joined organization as volunteer: _____

Number of Hours of Personal Volunteerism/Dates of Service: _____

Your E-mail Address: _____

Certification: I certify that my participation with the organization listed above meets the minimum participation requirements for the grant amount being requested (5 or 10 hours per month of my own time on a continuing basis, not released time during regular working hours). Additionally, this grant given on my behalf does not represent in any way tuition, nor payment in exchange for, or in exception of, monetary or other direct tangible benefit to be given to me, or to any person or organization named by me.

Your Signature: _____ Date: _____

PART B: Financial Officer of recipient organization will complete Part B and send this form and the most recent copy of the organization's 501(c)(3) determination letter to: Lyondell Chemical Company, Volunteer Grant Program, P. O. Box 3646, Houston, TX 77253-3646.

Organization Name: _____

Tax Identification Number (required): _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ FAX: _____

Financial Officer Name and Title: _____

Name of Volunteer: _____ Hours Volunteered by Employee (per month/year): _____

Type of Volunteer Activity Performed (use additional sheet if necessary): _____

Certification: I certify that the Lyondell employee listed on this application regularly volunteers with our nonprofit tax-exempt organization the number of hours designated above. I certify that this institution/organization is a nonprofit public charity, and that contributions to it are tax deductible under Section 501(c)(3) of the Internal Revenue Code of the United States. Furthermore, I certify that this grant will not represent any payment in exchange for, or in expectation of, monetary or other direct tangible benefits to be given to the volunteer or any person or organization named by the volunteer. In addition, the charitable intent of this organization is not to promote religious, fraternal or political purposes.

Signature of duly authorized representative of recipient organization: _____