

Volunteer Grant and Matching Donation Program Guidelines

MISSION

Madison International Realty is dedicated to serving the needs of our communities by combining the resources of the company with the energy of our employees.

ELIGIBILITY

- All active full-time and part-time employees of Madison International Realty are eligible.
- Nonprofit organizations must be recognized by the Internal Revenue Service as tax-exempt, public charity under Section 501(c)3 of the IRS Code. Organizations located outside of the United States must meet standard 501(c)3 equivalency and must comply with the US Patriot Act.
- Each employee can apply for two (2) grants per calendar year. Each employee can only apply for one (1) grant per organization per calendar year.
- Applications must be submitted within three (3) months of the date of volunteer service and/or donation.
- Checks written under spouse, domestic partner or civil partner's name will be honored.

HOW THE PROGRAM WORKS

- Employees will approach Nausheen Hussain and Nichole Reyes with their organization of choice and how they want to support it (volunteer, serving on a board or through matching donations).
- Nausheen Hussain and Nichole Reyes will present the organization to Gregg Michel for further consideration and next steps.
- Once approved by Gregg Michel, employees will submit the organization through Compliance E.L.F. for official approval for all desired volunteer and monetary donations.
- Employees volunteer with and/or donate to an eligible nonprofit organization.
- After the service/donation has taken place, the employee will apply for the volunteer grant or matching donation by downloading and completing the form located on the intranet; both the employee and organization sections must be completed for consideration. Once completed, the employee or organization will send the form to Nichole Reyes.
- Nichole Reyes will review all applications and verify the information submitted is complete and correct.
- Final decisions are communicated by email to the employee and, if applicable, the organization.
- Once the grant and/or donation is approved, Nichole Reyes will send the information along to accounting for processing. The check will be sent directly to the organization.
- **No employee should commit a grant to the organization before receiving an approval notification. Final grant decisions are at the discretion of Madison International Realty.**
- The entire review process may take up to 60 days.

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GRANT AND DONATION TYPES

1. Individual Direct Service

Employee performed a minimum of 50 hours of services for an organization during a 12 month period. Grant amount is \$500.

2. Individual Board Service

Employee currently serves on the Board of Directors of a nonprofit organization and has fiduciary responsibilities. Employees serving for a 12 month period on a chapter or on advisory, associate or junior boards are all qualified to apply. Grant amount is \$1,000.

3. Matching Donations

Each employee may apply for \$250 worth of matching donations during a 12 month period. There is a \$50 minimum for the donation to qualify for matching.

INELIGIBLE ORGANIZATIONS INCLUDE

- Political organizations, such as election campaign funds or committees.
- Organizations that support terrorist activities.
- Organizations with employment policies which may discriminate on the basis of race, gender, sexual orientation, disability or national origins.
- Private foundations or grant making organizations.
- Organizations who are investors and/or potential investors.