community partners

count me in!

We honor voi

Teaching a child to read. Organizing a clean-up day for a local park. Delivering food to a homebound person. Mentoring a high school student. There are so many ways to make a difference in your community.

That's where you come in.

And when you volunteer with a qualified organization – and make a substantial commitment of your time – Community Partners is pleased to contribute to that organization in honor of your participation.

Program objective

To encourage employee volunteer involvement in local nonprofit community organizations and institutions that make substantial contributions to the quality of life for all.

The Employee Volunteer Grant (EVG) Program provides supplementary financial support to eligible organizations with which active employees or retirees of The McGraw-Hill Companies, Inc. volunteer their time.

There are two EVG categories:

Individual Recognition Grant: for eligible employees or retirees who have ongoing individual volunteer involvement with an eligible nonprofit organization.

Team Recognition Grant: for a team of eligible employees and/or retirees who participate on a specific project to benefit an eligible nonprofit organization.

Eligible volunteers

You may apply for an Individual Recognition EVG or a Team Recognition EVG if you meet the following qualifications:

- you are an active regular full-time employee, or an active regular part-time employee who works 20 or more hours a week, of The McGraw-Hill Companies or one of its subsidiaries; or
- you are a retiree, eligible for all retiree benefits; retiree
 participation is limited to up to three (3) years after
 you leave the corporation and are no longer an active
 employee; and
- you meet the further qualifications of the specific Employee Volunteer Grant for which you are applying, as outlined.

Eligible organizations

Nonprofit organizations are eligible only if they are located in the United States or one of its possessions, are determined tax-exempt under Section 501(c)(3) of the Internal Revenue Code and qualify as public charities under IRS rules.

Organizations must perform services for the common good and general welfare of the community in the areas of health and human services, education, arts and culture, and civic affairs.

The program *excludes* the following types of organizations, ineligible to receive contributions from The McGraw-Hill Companies: religious; sectarian; political or other organizations established to influence legislation; professional associations; national fundraising organizations; organizations included in United Way drives; and charitable organizations that are classified as private foundations.

Individual recognition grant

Who may apply

If you are an active, regular, full- or part-time employee or a retiree (see *Eligible Volunteers*) you may apply for an Individual Recognition EVG of up to \$500 in each calendar year, for an organization (see *Eligible Organizations*) with which you volunteer regularly.

You must have volunteered with the organization for at least one year, and your commitment must be ongoing (minimum of 50 hours of service per year per organization).

Grants are limited in any calendar year to two organizations per employee or retiree. Although each volunteer may apply for only one Individual Recognition EVG per organization per calendar year, organizations may receive several grants on behalf of different volunteers of The McGraw-Hill Companies.

How to apply

You can fill out this form following the instructions below or visit the Community Partners Web site at http://mhc.mcgraw-hill.com.:11111/cccr to register your request online.

You should fill out *Section 1* of the *Individual Recognition EVG* application and mail the entire form to the organization with which you volunteer.

A representative of the organization should then complete and sign *Section 2* of the application validating your volunteer efforts and return the entire form to the address indicated on the form, together with a copy of the IRS Letter of Determination of the organization's 501(c)(3) status, and information about the organization, including its mission statement, activities and how it helps the community. It is *not* necessary to submit timesheets as proof of service.

Individual Recognition EVG's recognize your ongoing volunteer involvement in activities such as board membership, administrative or technical assistance or committee participation.

Individual Recognition EVG application process is ongoing, with eligibility determined in a timely fashion. Approved grants will be paid quarterly.

Necessary attachments

A copy of the organization's Letter of Determination indicating its status under Section 501(c)(3) of the Internal Revenue Code must accompany the application. Without this letter, the application is considered incomplete and will not be reviewed.

The following documents must also accompany the application: the organization's mission statement; and a statement of the organization's involvement in United Way drives, if any.

Team recognition grant

Who may apply

A volunteer team of at least three active, regular, full- or part-time employees and/or retirees of The McGraw-Hill Companies (see Eligible Volunteers) may apply for a Team Recognition EVG of up to \$1,000, for an eligible organization (see Eligible Organizations).

The team applying for this grant must be participating in a special project to benefit the organization. The grant must be used for this specific purpose and is not to be applied to general operating funds of the organization.

Examples of eligible projects: refurbishing the community room in a local senior center, where The McGraw-Hill Companies grant might cover the cost of project materials; taking a group of children from a shelter on an outing, where funds might cover the cost of transportation, food, and event tickets.

Not eligible: walkathons and similar events: fundraising events such as dinners, bazaars, etc.

How to apply

You can fill out this form following the instructions below or visit the Community Partners Web site at http://mhc.mcgraw-hill.com.:11111/cccr to register your request online.

The captain of your volunteer team should fill out Section 1 of the Team Recognition EVG application on the last page of this form, and mail the entire form, with attachments, to the organization with which the team is volunteering.

A representative of the organization should then complete and sign Section 2 of the application validating your team's volunteer efforts and return the entire form to the

address noted below, together with a copy of the IRS Letter of Determination of the organization's 501(c)(3) status; and information about the organization, including its mission statement, activities and how it helps the community. It is not necessary to submit timesheets as proof of service.

A request for funds must be submitted prior to the start of the project and include a detailed cost estimate.

Team Recognition EVG application process is ongoing, with eligibility determined in a timely fashion. Approved grants will be paid within 30 days after approval.

Necessary attachments

A copy of the organization's Letter of Determination indicating its status under Section 501(c)(3) of the Internal Revenue Code must accompany the application. Without this letter, the application is considered incomplete and will not be reviewed.

The following documents must also accompany the application: the organization's mission statement; a statement of the organization's involvement with United Way drives: and a brief description of the Team project including a detailed cost estimate explaining the project budget.

Submitting grant application

Entire application for the Individual Recognition EVG and Team Recognition EVG should be sent by the organization, with necessary attachments, to:

The McGraw-Hill Companies **Community Partners Employee Volunteer Grant Program** P.O. Box 8377 Princeton, NJ 08543-8377

For further information:

Phone: toll free 1-877-877-2127; Fax: 609-799-8019 E-mail: mcgraw-hill@easymatch.com

Important note

Information provided by you in applying for either an Individual Recognition EVG or a Team Recognition EVG will be treated by The McGraw-Hill Companies Community Partners Employee Volunteer Grant Program Administration as confidential, whether or not identified as such by you or recipient organization. If you have any questions in this regard or would like to review the information, please contact 212-512-6480.



count me in!

Employee Volunteer Grant (EVG) Individual Grant Application

Please read carefully the EVG Guidelines on the preceeding pages. All records will be kept confidential. You may also register your request online at http://mhc.mcgraw-hill.com.:11111/cccr.

Individual recognition grant

Section 1

To be completed by The McGraw-Hill Companies volunteer.

Send entire form to the organization for which funds are requested.

Print clearly or type all information.

Print clearly or type all information.	•
☐ Active Employee	☐ Eligible Retiree
Date of Grant Application	Employee/Retiree ID Number
Name	
Home Address	
City / State / Zip	
Daytime Phone – Area Code / Numb	per
E-mail Address	
Active Employee's Business Unit / [Department / Floor
Active Employee's Office Address –	City / State / Zip
Active Employee's Office Phone – A	rea Code / Number
Active Employee's Office Fax – Area	a Code / Number
I am a volunteer, on an ongoing bas	sis with:
Name of Organization	
On average, I devote hor ☐ weekly, or ☐ monthly basis.	urs to the organization on a
I have volunteered with this organiz (Recent ongoing service of at least	-
My time has been spent doing the f	following type(s) of work:
If you would like us to send a letter your volunteer involvement in the co	
Supervisor's Name / Title	
Supervisor's Office Address – Floor	/ City / State / Zip
I authorize the above-named organi activities to The McGraw-Hill Comp	
Signature	

Individual recognition grant

The McGraw-Hill Companies Volunteer Name

Section 2

To be completed by a representative of the organization for which funds are requested. Send completed form to The McGraw-Hill Companies (see address below). Print clearly or type all information.

I certify that information provided in *Section 1* by the named active or retired employee of The McGraw-Hill Companies agrees with our organization's records. Enclosed is a copy of the organization's 501(c)(3) letter, statement of mission and activities.

•
Legal name of organization as it appears on the 501(c)(3) letter
Organization EIN Number
Full Address
City / State / Zip
Phone – Area Code / Number
Fax – Area Code / Number
Signature of organization's representative
Print or type name and title
☐ Organization is not included in United Way drives.

A copy of the organization's Letter of Determination indicating its status under Section 501(c)(3) of the Internal Revenue Code must accompany the application. Without this letter, the application is considered incomplete and will not be reviewed.

Submitting grant application:

☐ Organization is included in United Way drives (if checked, please attach statement describing the extent of support).

Entire application (when completed by volunteer and organization) should be sent by organization, with necessary attachments, to:
The McGraw-Hill Companies
Community Partners
Employee Volunteer Grant Program
P.O. Box 8377
Princeton, NJ 08543-8377

For further information:

Phone: TOLL FREE 1-877-877-2127

Fax: 609-799-8019

E-mail: mcgraw-hill@easymatch.com



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Employee Volunteer Grant (EVG) Team Application

Please read carefully the EVG Guidelines on the preceeding pages. All records will be kept confidential. You may also register your request online at http://mhc.mcgraw-hill.com.:11111/cccr.

Team recognition grant

Section 1

To be completed by The McGraw-Hill Companies volunteer Team Captain. Send entire form to the organization for which funds are requested. Print clearly or type all information. A volunteer team must

retirees of The McGraw-Hill Companies, who are jointly requesting funds. A Team Recognition EVG of up to \$1,000 must be used only for this specific project, and may not be used for general operating funds.		
☐ Active Employee ☐ Eligible Retiree		
Date of Grant Application Employee/Retiree ID Number		
Team Captain's Name		
Home Address		
City / State / Zip		
Daytime Phone – Area Code / Number		
E-mail Address		
Active Employee's Business Unit / Department / Floor		
Active Employee's Office Address – City / State / Zip		
Active Employee's Office Phone – Area Code / Number		
Active Employee's Office Fax – Area Code / Number		
Attach a separate sheet listing names of other Team members (with home and office addresses/phone numbers/fax numbers and e-mail addresses, as above).		
Also attach a brief description of (a) the organization for which your group is volunteering, and (b) the specific project for which this grant is requested. Please include a detailed cost estimate explaining the project budget.		
\$ Total Cost of Proposed Project Amount Requested		
If the budget exceeds the allowable Team Recognition EVG amount, please indicate the source of the balance of project funds (attach a separate sheet if more room is needed).		

If you would like us to send a letter to your supervisor recognizing your volunteer involvement in the community, please provide:

Supervisor's Name / Title

Supervisor's Office Address - Floor / City / State / Zip

I authorize the above-named organization to report on these volunteer activities to The McGraw-Hill Companies.

Signature

Team recognition grant

Section 2

To be completed by a representative of the organization for which funds are requested. Send completed form to The McGraw-Hill Companies (see address below). Print clearly or type all information.

I certify that the information provided in Section 1 by a volunteer Team Captain of The McGraw-Hill Companies agrees with our organization's records.

The McGraw-Hill Companies Volunteer Name
Legal name of organization as it appears on the 501(c)(3) letter
Organization EIN Number
Full Address
City / State / Zip
Phone – Area Code / Number
Fax – Area Code / Number
Signature of organization's representative
Print or type name and title
☐ Organization is not included in United Way drives.
☐ Organization is included in United Way drives (if checked,

A copy of the organization's Letter of Determination

indicating its status under Section 501(c)(3) of the Internal Revenue Code must accompany the application. Without this letter, the application is considered incomplete and will not be reviewed.

Submitting grant application:

Entire application (when completed by volunteer and organization) should be sent by organization, with necessary attachments, to: The McGraw-Hill Companies **Community Partners Employee Volunteer Grant Program** P.O. Box 8377 Princeton, NJ 08543-8377

For further information:

Phone: TOLL FREE 1-877-877-2127

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