

# Matching Grants Policy

**Responsible Department: Granting**

Original release: Mar. 29, 1979

Current release: Jul. 9, 2013

## Purpose

The purpose of this policy is to promote and enhance charitable contributions made to Qualifying Educational Organizations (as defined below) by Current Employees (as defined below) and trustees, retirees and trustees emeriti of The Samuel Roberts Noble Foundation ("Foundation") and by Current Employees of Noble Energy, Inc., Noble Corporation and their subsidiaries.

## Definitions

"Current Employee" shall mean a full-time employee of the Foundation, Noble Energy, Inc., Noble Corporation or their respective subsidiaries, if any, having a minimum of one (1) year of service on December 31st of the year in which such contributions to Qualifying Educational Organizations were made.

"Qualifying Educational Organizations" shall mean:

- Public schools;
- Private schools that are recognized by the Internal Revenue Service (as evidenced by either an individual or group letter of determination) as tax-exempt, nonprofit organizations;
- Organizations that hold an IRS letter of determination indicating that they support the educational efforts of a specifically identified college, university, vocational-technical school or other state-accredited school;
- Educational television systems, such as the Oklahoma Educational Television Authority and its counterparts in other subdivisions of the United States of America;
- The Greater Ardmore Scholarship Foundation, Inc.; or
- Cornerstone Educational Initiative (payable through the Ardmore Chamber of Commerce Foundation).

However, alumni associations, scholarship foundations/organizations (except Greater Ardmore Scholarship Foundation, Inc.) and parent-teacher organizations shall not be considered Qualifying Educational Organizations for the purposes of this policy.

## Principles and Procedures

For all charitable contributions made by Current Employees and trustees (including retirees and trustees emeriti) of the Foundation and by Current Employees of Noble Energy, Inc., Noble Corporation and their subsidiaries, the Foundation will make a matching dollar for dollar contribution, subject to the following restrictions:

- Contributions must be in an amount of at least \$100 to be eligible for matching;
- Contributions must be given to qualifying organizations and projects located within the United States; and
- The annual matching limit for Foundation employees and trustees (including retirees and trustees emeriti) is \$20,000 per employee/trustee. The annual matching limit for employees of Noble Energy, Inc., Noble Corporation and their subsidiaries is \$10,000 per employee.

To take advantage of the matching contribution provided by this policy, Current Employees, trustees, retirees and trustees emeriti must forward the following documentation to the attention of the Foundation's granting department, 2510 Sam Noble Parkway, Ardmore, Oklahoma 73401:

- A completed Matching Grants to Qualified Educational Organizations Form (attached below); and
- A photocopy of the receipt or canceled check evidencing the charitable contribution (note: if actual canceled checks are not returned by your bank, a copy of your check image from a bank statement or online banking system will suffice).
  - The documentation submitted must reflect the name of the employee/retiree/trustee/trustee emeriti making the charitable contribution.

The deadline for submitting documentation is March 1st of the year following the year in which the contribution was made.

Notwithstanding anything to the contrary contained herein, the Foundation trustees retain the authority to amend, revoke or make exceptions to this policy at any time. In addition, the Foundation's granting department staff retain the right to request additional information when deemed necessary in order to comply with record keeping requirements.

# Matching Grants Form

## Matching Grants to Qualified Educational Organizations

Name \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Email address \_\_\_\_\_

Employed by \_\_\_\_\_

District or division \_\_\_\_\_

Donation to \_\_\_\_\_

Amount \_\_\_\_\_

Person or department to which correspondence should be directed \_\_\_\_\_

Donee's mailing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

If the donation should be designated for a specific project or department, please indicate

\_\_\_\_\_

Does the donee have tax-exempt status? \_\_\_\_\_

Date submitted for matching funds \_\_\_\_\_

Attach confirmation of donation: canceled check, printout of the canceled check image from an online banking statement, or receipt (a photocopy will suffice). The canceled check, online banking statement printout, or receipt must bear the name of the employee/retiree/trustee. Please submit a separate form for each organization.