



Matching Gift Program

Eligible Donors

All permanent, full-time employee and directors of participating Novartis Corporation sectors

Eligible Institutions And Organizations

To qualify for the Novartis US Foundation Matching Gift Program, institutions or organizations must be recognized by the Internal Revenue Code as tax-exempt, educational 501(c)(3) organizations (or a worldwide organizations with 501(c)(3) status in the United States).

The following are the types of educational organizations eligible for matching funds:

- Any public or private elementary or secondary school; any graduate, professional, two- or four-year college (including junior, community or technical) or university. The institution must be fully accredited. The donor is not required to have attended the school to which the contribution is being made. By professional school, the company means an institution involving specialized knowledge and requiring full-time attendance during scheduled terms year-round for intensive academic and/or career/job preparation.
- Non-profit accredited child care centers and pre-schools.
- Public television and public radio stations.
- Fundraising organizations for all of the above.

How Gifts Are Matched

Gifts of \$25 to \$5,000 in the form of cash or securities will be matched by foundation on a dollar-for dollar basis. (The value of securities will be that value certified by the recipient school.) Gifts may be made to more than one institution or organization in any given year, but the total amount that will be matched in a calendar year cannot exceed \$5,000 per participant. Gifts must be the personal contribution of the participant from his or her own fund.

How To Apply For A NOVARTIS US FOUNDATION Matching Gift Grant On-line

- Send your gift to the eligible organization.
- Register on this site to obtain your User ID and Password.
- Once you have your User ID and Password, you may request a matching gift by submitting an application on line. This application must be completed by the Novartis employee.
- After you register your gift, the Matching Gift Center

How To Apply For A NOVARTIS US FOUNDATION Matching Gift Grant (continued)

No application will be considered if both sections of the application form are not complete. Novartis will distribute matching gifts in January, April, July and October for completed forms received in the three-month period preceding these dates. Forms must be submitted within one year of the date the gift was made to the institution.

The Novartis US Foundation reserves the right to determine whether a gift qualifies for a matching grant. The company also reserves the right to audit institutional records and documents pertaining to this program and to request supporting donor documentation, if deemed necessary.

Novartis US Foundation may alter, suspend, revoke or discontinue the Matching Gift Program at any time. However, no such action will adversely affect matching gifts with respect to those made prior to the date of change or discontinuance. No individual or eligible institution will acquire any rights against Novartis or the Foundation by reason of its failure to make a matching contribution. The interpretation, application and administration of the provisions of the Matching Gift Program shall be determined by the Board of Directors of the Novartis US Foundation, and its decisions shall be final.

Restrictions And Non-eligible Gifts

The following types of institutions and organizations are not eligible for the Novartis US Foundation Matching Gift Program:

- Separately incorporated fund-raising entities, such as athletic funds, booster clubs, fraternities, and sororities. Gifts that benefit specific individuals, such as scholarship or financial aid, are also excluded.
- Fraternal, social, and veterans organizations
- Political or groups which support political parties or issues
- Religious organizations, unless they furnish services to benefit the general public
- Organizations which discriminate for membership and/or for the provision of service or use of facilities on the basis of race, creed, religion ethnicity or sex

The following types of contributions are not eligible for the Novartis US Foundation Matching Gift Program:

will send a verification form to the organization which needs to be completed and returned for processing.

How To Apply For A NOVARTIS US FOUNDATION Matching Gift Grant by Using A Form

Employees and directors should complete the matching gift application form (Part I) on the reverse side of this page, sign and send it with a check (if appropriate) to their chosen not-for-profit educational institution. An officer of the school must in turn complete Part 2 of the form and submit the entire application to:

**Novartis Matching Gift Center
P.O. Box 9004
Stuart, FL 34995
Phone: (772) 403-2019**

- Payment of tuition, books, student fees, insurance premiums or other payments that are not direct gifts to an eligible school
- Bequests
- Fees for service
- Dues to alumni or similar groups
- Subscription fees for publications
- Tickets for athletic, cultural, social or benefit events