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The Rockefeller Foundation Matching Gift Program Rules and Procedures

The Rockefeller Foundation offers a generous matching gift program to encourage its staff, trustees and finance committee members to make personal donations to the charities of their choice. The Foundation will match donations on a 3:1 basis, up to \$90,000 per individual per calendar year (matching a total of up to \$30,000 employee funds per year of contributions made by an eligible trustee or staff participant). The Office of Grants Management has responsibility for administering the program and monitoring compliance with the program's rules and procedures. It is important to note these program conditions:

- This program is discretionary and subject to change or cancellation at any time by the Foundation.
- All matching gifts are within the Foundation's discretion and the Foundation has the right to deny any matching gift request as well as to seek or review additional information about the request.
- The Foundation cannot guarantee the confidentiality of matching gift requests or payments.

In order to participate in the Foundation's matching gift program each calendar year, you must acknowledge and agree to adhere to the rules and procedures set forth in this document.

Procedures

1. All requests are to be made online at <https://www.easymatch.com/rockefellerfoundation>
2. Gifts both of cash and of publicly-traded stock can be matched. The minimum donation that will be matched is \$20.
3. Gifts made out of donor advised funds to an eligible charity can be matched.
4. To apply for a matching gift, send your gift to the organization and then go to the program website to search for the organization in the organization search page. If you cannot find the organization, you will be given the opportunity to write in the organization. The organization will be given an opportunity to certify the gift was made.
5. The program will generally review matching gift applications on a quarterly basis and, if approved, will be paid. There is no expedited processing for this program.
6. The Rockefeller Foundation Matching Gift Program maintains data on each matching gift request it receives and on request can provide you with information about receipt of your matching gift requests. You can utilize the giving history page to monitor how much of your \$30,000 limit is used. The website will not allow you to go above your maximum.

Individuals Eligible to Participate in the Program

1. The following individuals are eligible to participate in the matching gift program:
 - All current, regular full- and part-time staff members;
 - Current members of the Board of Trustees or its Finance Committee;