

## Matching Gifts

The Scripps Howard Foundation will match donations made by Scripps employees to eligible organizations or educational institutions.

### Which organizations are eligible?

- Educational organizations and nonprofits that qualify as IRS 501(c)3 organizations are eligible.
- Religious organizations for secular community service programs serving people of all faiths. For example, a church's food pantry serving everyone in the community or a mosque supporting adoptions of children from overseas would be eligible if the services are open to people of all faiths.

### Are there organizations the Foundation will not fund?

Matching gifts cannot be made to:

- Scripps business units;
- Private foundations or organizations that make grants to other organizations as a significant part of their mission (e.g. United Way)
- Organizations that provide a service to other company employees, or that represent a conflict of interest for The E.W. Scripps Company;
- Organizations that discriminate based on race, color, religion, sex, national origin, age or disability;
- Religious organizations, such as churches, synagogues or mosques, unless the funding is for secular initiatives (e.g., to fund a food pantry that is open people of all faiths).

### I have been a Scripps employee for six weeks. Am I eligible to apply?

Yes. You are eligible on the 1<sup>st</sup> of the month following your hire date.

### Are there restrictions on the types of payments or gifts the Foundation will match?

The Foundation will match gifts that are

- made by current E.W. Scripps employees;
- for at least \$25 to a particular institution or charity, up to a total of \$1250 semi-annually.

The Foundation will not match:

- fees paid for participation in a team, school, event or activity;
- tuition payments to schools;
- capital campaign improvements
- payments where the employee receives anything of value;
- contributions made by an employee through a Donor Advised Fund
- donations for religious purposes or to support general expenses of a religious institution.

**Our station held a campaign for a diaper drive for a local nonprofit that provides necessities to parents in need. My coworkers and I each wrote a check for \$25 to the nonprofit to support the drive. Will the Foundation match all of our donations?**

Employee donation of \$25 or more will be matched for employees who have not exceeded their semi-annual limit of \$1,250. Each employee will need to apply for the match.

**I am a board member for a non-profit organization that is raising funds to build a new facility. Is this eligible for a Matching Gift?**

No, capital campaigns are not eligible. However, if there is a need to furnish or provide finishing touches, once the construction has been completed, those expenses could be eligible.

**Will the Foundation match more than one gift per year?**

Yes, as long as the gifts are at least \$25 each. Remember, you can apply for up to \$1,250 in matching and/or volunteer gifts twice per year.

**How long do I have to submit my application for a matching gift?**

Your complete application must be submitted no later than one year from the date of your gift.

**I just made a \$1,200 pledge to a local literacy organization. I've given them authorization to withdraw \$100 per month from my checking account to fulfill that pledge. When should I submit my matching gift form?**

The Foundation does not match pledges, only actual gifts. Each monthly payment made in fulfillment of your pledge is eligible to be matched for up to one year from the date the payment was made.

**How long does it take from the time I submit the application until the Foundation sends its matching gift?**

Matching gift checks are processed monthly and mailed directly to the recipient entity. You will need to have your completed **Matching Gift Certification Form** ready to upload when you submit your application. We will email you when our check has been sent. Submitting a complete application with all requested documentation ensures your match will be processed as quickly as possible.