

BOARD OF DIRECTORS SUPPORT AND VOLUNTEER GRANT PROGRAM

We want to encourage and recognize the community involvement efforts of active employees and directors with at least six months of service. Through this program, employees may apply for cash grants once every 12 months to support the non-profits they assist.

Application Process

- Applications are reviewed quarterly. The deadlines are: March 31, June 30, September 30 and December 31.
- Grant applications should reflect the actual amount needed and require the signature of the non-profit's chief executive.
- The maximum Volunteer Grant is \$500 per employee, regardless of the number of organizations for which support is pursued and number of hours they work.
- The maximum Board of Directors Support is \$1,000 per employee, regardless of the number of organizations for which support is pursued. Maximums are calculated on an annual basis.
- An employee must participate with the organization for 50 cumulative hours in a calendar year to receive a \$250 volunteer grant or 75 cumulative hours in a calendar year to receive a \$500 volunteer grant.
- An organization is only eligible to receive one grant per calendar year per employee.
- Employees must have at least six months of service with the company and the organization to be eligible to participate for either grant.

Application Enclosure Checklist:

- Completed application
- 501[c][3] IRS determination letter
- Completed W-9 (W-8 for International)
- A brochure or supporting materials about the organization
- New vendor request form

Mail/email all documents to:
Scripps Networks Interactive
Attn: CSR - Volunteer/Board Grant Program
9721 Sherrill Blvd.,
Knoxville, TN 37932

CSR@scrippsnetworks.com

Questions?

E-mail CSR@scrippsnetworks.com.

At its discretion, Scripps Networks Interactive (SNI) may choose to seek additional information about the organization or the volunteer activity. We reserve the right to determine whether any grant shall be made. SNI may change, revise, suspend or terminate this program based on values or mission at any time. SNI's review or acceptance of a completed Grant Program request form is not guarantee of support.

Organizations Eligible For Grants

- Non-profit organizations that qualify as IRS 501 [c][3] organizations (classified as public charities). Other qualified organizations are schools and religious organizations. (Grants to religious organizations are restricted to secular community service programs.)
- The program will make grants only to those organizations in which Scripps Networks Interactive representative is an active volunteer or board member.
- An organization is eligible to receive only one grant per calendar year per employee.
- Grants must be designated for a specific project or program for the organization that enhance the quality of life in communities where Scripps Networks Interactive conduct business. (Note: The Volunteer Grant may not be used for the general operating budget.)

Organizations Not Eligible For Grants

- Private foundations or organizations with a mission of donating to other charities.
- Organizations that provide a service exclusively to other company employees, or that represent a conflict of interest of Scripps Networks Interactive.
- Also excluded are funds for major capital improvements and general fundraising, such as a walk-a-thon or regularly recurring operating expenses, such as personal or utility costs.

Board of Directors Support and Volunteer Grant Program

TO BE COMPLETED BY THE VOLUNTEER

Requesting employee/director

Employee title

Employee ID

E-mail

Business phone

Department

Office location

Name of volunteer organization

Active Employee

SNI Board of Directors

Organization address

City

State

Zip

Organization phone

Web site address

Tax Id Number

You are a volunteer or a Member of the Board of Directors (BOD)

How long have you worked with this organization?

Number of volunteer hours per year:

For Volunteer Grant Only

BOD Grant only: What would you like to donate to the above organization? \$

If you serve on multiple BOD's and would like to split your donation, please fill out this form for each 501c3 recipient. (Note: total contribution cannot exceed \$1,000)

Describe the service you provide the organization:

Please describe the project associated with grant request - BE VERY SPECIFIC: *For Volunteer Grant Only*

Who will benefit from this project and in what way? *For Volunteer Grant Only*

Total cost of the project: \$

For Volunteer Grant Only

PLEASE ATTACH A DETAILED BUDGET

Volunteer's signature

Date

TO BE COMPLETED BY THE ORGANIZATION'S CHIEF EXECUTIVE OR BOARD PRESIDENT

I certify that our organization is exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code and classified as a public charity and that the funds granted will be used only for the purpose listed above. (A copy of our IRS 501(c)(3) determination letter is enclosed.)

Name

Title

Signature

Date

E-mail

I acknowledge that
has been on my board of directors for at least 6 months.

NEW VENDOR REQUEST

All new vendor requests must be made on this form and include appropriate Taxpayer Identification Number, along with the vendor's W-9 (or W-8 for international vendors). Any invoice submitted for processing from a new vendor without this form will be returned to the requestor.

RECIPIENT

To be completed by recipient entity and mailed/emailed to:
Scripps Networks Interactive, Attn: CSR - Board Grant/Volunteer Program
9721 Sherrill Blvd., Knoxville, TN 37932 CSR@scrippsnetworks.com

Vendor name

(DBA if applicable)

Address

City

State

Zip

Vendor email

Vendor Taxpayer Identification Number
(attach W-9 / W-8 with submission)

VENDOR ACH/EFT INFORMATION

Bank name / city / state

Bank routing number

Vendor account type

Vendor account number

Vendor signature (for ACH)

Signature or document from vendor verifying ACH information required for ACH payments.

FOR CSR OFFICE ONLY

Requestor name (print)

Requestor signature EMAIL APPROVAL WILL BE ACCEPTED.

Requestor contact number

Approver name (requestor's manager) REQUIRED

Approver signature EMAIL APPROVAL WILL BE ACCEPTED.