

# TOMKINS GATES FOUNDATION

## Matching Gift Program

The Tomkins Gates Foundation Matching Gift Program (the “foundation”) is an ideal way to support your favorite not-for-profit organizations or educational institutions that qualify.

The Foundation will match your donations to qualifying §501(c)(3) not-for-profit organizations on a dollar-for-dollar basis within the following guidelines:

- Each person’s total matching donations cannot exceed \$100,000 per calendar year.
- Donations may be made in cash or securities.
- The minimum Donation matched is \$25 per person per occurrence.
- Each recurring donation, whether monthly, quarterly, or annually, must be submitted separately and meet the \$25 minimum.
- Matching Gift Forms must be received by the Foundation within 90 days from the date of donation.
- Requests for a matching gift of \$2,500 or more must be accompanied by proof of donation from the employee or proof of receipt by the qualified organization.
- The “pooling” of donations will not be matched. For example, monies collected as a group effort and submitted for a matching gift by a single employee are prohibited (e.g., collecting pledges for a race or walk-a-thon).

### Who Participates?

All U.S. full-time employees of Gates Corporation and its subsidiaries are welcome to participate in the Matching Gift Program. An eligible person may participate through donations by his or her spouse.

### Which Organizations are Eligible?

Donations to not-for-profit organizations that are qualified under Internal Revenue Code Section 501(c)(3) are eligible for a matching gift except as noted below. Approved charitable organizations generally conduct cultural, civic, youth, minority, or senior citizen activities and serve the health and social needs of the community. Matching donations are also provided to private high schools, colleges and universities.

### Ineligible Donations

Your donations made in the form of subscriptions, fees, dues, memberships, tickets, tuition, and “for payment of services” are *not* eligible for matching donations. Also, donations to churches or religious organizations, organizations which discriminate or which promote a political party or candidate, or which advocate particular positions on specific areas of public policy will *not* be matched.

While direct gifts to churches or religious organizations do not qualify, many activities that are church sponsored in the areas of youth, senior citizen, minority, or disabled may qualify. Such sponsored programs must be conducted by separate organizations which have qualified under Section 501(c)(3) of the Internal Revenue Code.

The Company has a policy of directly supporting certain national organizations such as the United Way. Therefore, individual donations to these on-going campaigns through payroll deduction are not included in the Matching Gift Program.

### How Do I Participate?

Employee completes Part 1 of the Matching Gift Form and forwards it along with his/her donation to the recipient organization. A representative of the receiving organization must complete Part 2 and return the form to the Foundation.

The Foundation trustees reserve the right to suspend, change, or terminate the program at any time, or deny requests.. The Matching Gift Program is governed by the company’s general Philanthropy Program as amended from time to time. An advance determination regarding what constitutes a qualified contribution or an eligible institution may be obtained by contacting the Foundation.

Tomkins Gates Foundation  
1551 Wewatta Street  
Denver, CO 80202-6173  
(303) 744-5224

Please call or e-mail [anita.burns@gates.com](mailto:anita.burns@gates.com) with questions or for additional forms.

# THE TOMKINS GATES FOUNDATION

## Matching Gift Request

PLEASE TYPE OR CLEARLY PRINT ALL INFORMATION

### *Part 1 - To be completed by the employee*

Employee Name \_\_\_\_\_ Company Location \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

#### Organization to which you are donating:

Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

This donation is for \_\_\_\_\_ and to the best of my knowledge complies with the eligibility rules stipulated on this form.

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

Your Donation Amount \$ \_\_\_\_\_ + Foundation Matching Donation \$ \_\_\_\_\_ = Total Donation \$ \_\_\_\_\_

### *Part 2 - To be completed by receiving organization*

Organization Name: \_\_\_\_\_

Your Name: \_\_\_\_\_ Your Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Organization Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

I certify that this organization received a donation from (name) \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ on (date) \_\_\_\_\_

For gifts of \$2,500 or more I have attached proof of receipt in the form of \_\_\_\_\_

The donor:  did  did not receive any goods or services for the gift above. If so, please indicate the value of the goods: \$ \_\_\_\_\_

This organization qualifies as a §501(c)(3) not-for-profit organization (Please enclose a 501(c)(3) Determination letter).

Organization Authorized Signature: \_\_\_\_\_

Please return this form to:

**Tomkins Gates Foundation  
c/o The Gates Corporation  
1551 Wewatta Street  
Denver, CO 80202-6173**