

# ~ Foundation Matching Grants Program

W. R. Grace Foundation, Inc. ▲ 7500 Grace Drive ▲ Columbia, MD 21044 ▲ (410) 531-4371

**The Program** W. R. Grace Foundation, Inc. underwrites a Matching Grants to Education Program to assist higher education. The Grace Foundation will match, dollar for dollar, personal gifts made by employees and directors to qualified colleges, universities and secondary schools (see reverse side for contribution guidelines). Matching Grants are unrestricted Grace Foundation contributions in amounts equal to those made by eligible persons to approved U.S./Canadian institutions. Only gifts which support the primary educational objectives of these institutions will be matched. This program is one way in which the Grace Foundation supports education, but it is especially important because the eligible persons select the schools to be assisted by the Foundation.

Instructions	Donors	Institutions
	1. Complete Part A (see reverse side for guidelines)	1. Complete Part B in full
	2. Mail entire form to institution with donation	2. Return entire form to W. R. Grace Foundation, Inc.

## PART A – To Be Completed by All DONORS (Complete Sections 1 through 5)

**Section 1:**

Last Name	First Name	MI	
Home Street Address	City	State	ZIP Code

**Section 2:** Grace Employing Unit \_\_\_\_\_ City, State \_\_\_\_\_

**Section 3:** Status  Active, Full-time Employee  Current Director  
(check):

**Section 4:** Name of Institution \_\_\_\_\_  
Date of Gift \_\_\_\_\_  
Amount of Gift \_\_\_\_\_  
Securities (if applicable): Name \_\_\_\_\_  
No. of Shares \_\_\_\_\_

**Section 5:** I certify that the information submitted is correct and that my gift fully complies with the provisions of the program.

Signature of Donor	Date
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## PART B – To Be Completed by INSTITUTION

**Note:** The following information **must be** completed in full in order to generate payment.

I certify that the above gift has been received and that it will be used to support the primary educational objectives of the institution.

Authorized Signature	Name and Title	
Donor's Name	Amount Received	Date Received

### Mailing Instructions – MUST BE COMPLETED BY INSTITUTION

<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>. . . . Make Check</p> <p>Payable To</p> <p>. . . . Attention Of</p> <p>. . . . Mailing Address</p> <p style="text-align: right;">City State ZIP</p>
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# ~ Foundation Matching Grants Guidelines

## ELIGIBILITY

### **Employees**

Active, full-time employees of W. R. Grace & Co., or one of its majority-owned subsidiaries, and current directors.

### **Institutions**

- Degree-granting U.S. and Canadian community and junior colleges, four-year colleges and universities, graduate and professional schools and secondary schools. The institutions must be accredited by one of the following Associations of Schools and Colleges: (1) Middle States (2) New England (3) Central (4) Northwest (5) Southern (6) Western (7) Canada.
- A fund, foundation or association which is an integral part of an approved school or college will be considered if the institution certifies that the gift will be applied directly to support its primary educational objectives and that contributions to it are deductible for federal income tax purposes.
- Grace Foundation reserves the right to determine the eligibility of all schools for which matching gifts are requested. At the request of any eligible person, the Grace Foundation will determine an advance if a school qualifies for matching funds.

## CONTRIBUTIONS

Gifts must be personal contributions made (not merely pledged) directly to an approved institution in cash or securities having a quoted market value. Securities will be valued as of the date of the gift. Each gift must be at least \$100 in order to be matched. A maximum of \$3,000 per year for each eligible employee and director will be matched.

If gifts are made to several schools, the Grace Foundation will match the gifts, in the order received, up to the applicable limit for the year or as specified by the Donor.

## GIFTS NOT

### QUALIFIED FOR MATCHING FUNDS

Grace Foundation will not match:

- gifts to public or private elementary or middle schools;
- payments for tuition, books or other student fees;
- dues payable to national or local alumni groups;
- memberships or subscription fees for publications;
- gifts to be used for athletic programs, including athletic scholarships;
- bequests or gifts intended to fulfill a person's pledges, tithes, or other financial commitments to a church or religious society;
- gifts given through a third party or gifts given to a school or college as a way of supporting a third-party organization (e.g., religious or social organization);
- gifts made by a spouse;
- gifts made by the spouse of a deceased employee or director;
- duplicate matches (such as gifts already matched by an eligible employee's spouse's employer).

## ADMINISTRATIVE CONDITIONS

Grace Foundation reserves the right to suspend, change or terminate this program at any time. The interpretation, application and administration of Matching Grants to Education Program provisions shall be determined solely and exclusively by the Grace Foundation, whose decision shall be final.

## HOW IT OPERATES

- Donor should complete Part A and mail the entire form to the institution along with the donation.
- The financial officer of the institution must complete and sign Part B, thereby certifying that the contribution has been received and complies with the provisions of the program. The entire form should be sent by the institution to:

W. R. Grace Foundation, Inc.  
Matching Grants to Education Program  
7500 Grace Drive  
Columbia, MD 21044

- Part B must be completed in its entirety in order to generate payment.
- Grace Foundation Matching Grant checks will be processed quarterly and mailed to the institution with appropriate donor identification.
- If there are any questions about the program, contact the W. R. Grace Foundation, Inc. in Columbia, Maryland at

(410) 531-4371.