



The Colorado Health Foundation™

600 South Cherry Street, Suite 217 • Denver, CO 80246 • TEL: 303.953.3600 • FAX: 303.322.4576 • www.ColoradoHealth.org

Employee/Board Matching Gifts Program Policies and Procedures

Effective December 1, 2005, the Board of Directors of The Colorado Health Foundation adopted an Employee/Board Matching Gifts Program. This program will match any cash or securities contribution made to a qualifying nonprofit organization by all employees and Board members of The Colorado Health Foundation, their spouses or partners. Each family is limited to a maximum of \$5,000 in matching gifts per calendar year.

PURPOSE

We believe this program will encourage employee/Board support of the nonprofit sector and the many organizations that our employees and Board members choose to support each year. Our Matching Gifts Program also provides additional evidence that The Foundation is working to support the needs of the community. Further, it provides a vehicle to support organizations which may not meet the priorities of or eligibility criteria of our grants program. In summary, the Matching Gifts Program doubles the value of Board and staff members' charitable gifts and therefore their benefit to nonprofit organizations.

CRITERIA AND CONDITIONS

Eligible gifts are those made to:

- Tax-exempt 501(c)(3) organizations in good standing with the Internal Revenue Service; *and*
- Organizations *located in the state of Colorado* that specifically benefit Coloradans. For example, an organization providing international aid whose headquarters are in Colorado would not be eligible because the aid is not specifically for the benefit of Coloradans.

The Colorado Health Foundation will NOT match the following:

- Contributions that are less than \$100 each (\$25 for employees) or exceed the \$5,000 annual maximum per family;
- Contributions to organizations that discriminate on the basis of race, color, religion, sex, national origin, citizenship status, age, disability, sexual orientation, or veteran status;
- Gifts to churches, synagogues, mosques or other religious organizations;
- Donations to personal or family charitable trusts;
- Donations of vehicles, in-kind services, time shares, real property, art objects and other such assets.





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****An important note****

For accounting purposes, all matching gift forms and supporting documentation must be received by The Foundation by January 31 of the year following the gift in order to be applied to the annual matching allowance.

For example, for a gift made on December 31, 2006, the required forms must be received by The Foundation by January 31, 2007, in order to be applied to the individual's 2006 matching allowance.

The Colorado Health Foundation reserves the right to refuse a matching gift request that it deems ineligible under existing laws and/or the criteria as set forth above.

To initiate a matching gift, employees/Board members should complete the attached request form and mail it to the recipient agency along with their donation. For donations made online or by phone with a credit card, mail this form to the recipient organization. The recipient agency will then complete the form and return it to The Foundation to facilitate the match.

In the event that participants would like to make a contribution to a Foundation grantee, this attached list of our recent grantees will be helpful. For an extensive list of Colorado nonprofit organizations, participants may visit www.coloradononprofits.org.

If you have questions, please contact Kristin Tidwell, Grants Assistant at (303) 953-3641 or ktidwell@ColoradoHealth.org.

