

## EMPLOYEE MATCHING GRANT PROGRAM GUIDELINES

The Employee Matching Grant Program was established in 1998 to encourage employee giving and to help charitable nonprofit organizations broaden their individual support programs. Administered by ONEOK, the program provides a dollar-for-dollar match of employee contributions to charitable organizations from a minimum of \$25 to a maximum of \$5,000 per employee per year based on the calendar year January 1 to December 31. Contributions must be **100%** taxable.

### QUALIFYING PARTICIPANTS:

- Must be a regular, full-time employee of ONEOK at the time the contribution is made.

### QUALIFYING ORGANIZATIONS:

- Charitable organizations in ONEOK operating areas.
- Institutions of higher education located within the United States.
- Must either be recognized by the Internal Revenue Service as a 501(c)(3) tax-exempt organization whose purpose is charitable or educational or organized efforts of a charitable nature (if not a 501(c)(3), please confer with community investments about eligibility).

### CONTRIBUTIONS NOT ELIGIBLE TO BE MATCHED:

- Contributions that provide the employee or any member of their family direct benefit or privilege, such as membership dues, tickets to events, the ability to purchase tickets, raffle tickets, sponsoring a table at an event or subscription fees.
- Contributions that discharge a legal obligation of the employee or any other persons.
- Contributions to an organization or educational institution for the support of a specific individual.
- Contributions to churches or religious groups that do not broadly support the community and/or have a religious requirement.
- In-kind contributions such as purchasing items to donate, personal or real property, other than securities, or the value of personal expertise.
- Contributions made jointly by several individuals; pooling funds to make one donation to an organization.
- Contributions to any organization that discriminates on the basis of race, gender, ethnicity, or creed.

### REQUEST PROCESS:

- 1) Employee completes Part A of the ONEOK Matching Grant form (available on <http://www.oneokonline.com/ci/pages/emg.aspx> or <http://www.oneok.com/CorpResponsibility/CommunityInvestments/MatchingGrant>.) Send form to the charitable organization for completion of Part B.
- 2) The recipient charitable organization will complete Part B of the ONEOK Matching Grant form and return it to the employee, along with a copy of the W-9 form and Internal Revenue Service 501(c)(3) determination letter. If the organization is not a 501(c)(3), they should include a letter explaining the nature of the charitable cause.
- 3) Go to <https://oneok.angelpointsevs.com>\* and log in.
- 4) Click on the "Giving" tab; search the organization's Federal Identification Number which can be found on their IRS determination letter or on their W-9. Click "Search" (exclude dashes). Once you find the organization, click "Donate Now" and enter the information.
- 5) **Upload the completed Matching Grant form as your receipt**, a copy of the organization's W-9 form, and IRS determination letter 501(c)(3). If the organization is not a 501(c)(3), include the letter received from them explaining the nature of the charitable cause.
- 6) Click "Donate Now" at the bottom of the screen.
- 7) The status of the Matching Grant can be viewed at <https://oneok.angelpointsevs.com> under the "Giving" tab, "My Giving".

\*Field employees who do not spend a majority of the work day at a computer can email completed Matching Grant form and organization's W-9 and 501(c)(3) letter to [matchinggrants@oneok.com](mailto:matchinggrants@oneok.com).

### REQUEST & PAYMENT SCHEDULE

Employee match request submitted by:	ONEOK matches typically paid in:
End of Q1	Q2
End of Q2	Q3
End of Q3	Q4
End of Q4 (January 31)**	Q1 (following calendar year)

**\*\*Contributions must be made between January 1 and December 31 with the completed Matching Grant form and documents received by ONEOK Community Investments by January 31 the following year.**

### ADMINISTRATIVE CONDITIONS

- ONEOK, Inc. reserves the right to verify the eligibility of any contribution prior to paying a matching grant.
- The interpretation, application, and administration of the Matching Grant Program will be determined by ONEOK and its decisions shall be final.
- ONEOK reserves the right to amend, modify, or discontinue the Matching Grant Program, in whole or part, at any time without notice.
- The value of marketable securities will be the quoted fair market value on the date the contribution was made to the recipient charitable

# Community Investments



nonprofit organization.