

ONEOK Community Investments Program

ONEOK FOUNDATION, Inc.

GUIDELINES

MISSION:

To invest in programs that align with ONEOK values and enhance quality of life and economic well being in the communities where ONEOK operates and where our employees work and live.

QUALIFYING ORGANIZATIONS:

- Arts and Culture
- Community Improvement
- Education
- Health & Human Services

Priority consideration is given to educational programs, and to health and human services organizations, particularly organizations with programs that help people gain skills for self-sufficiency.

QUALIFYING CRITERIA:

- Charitable organization is exempt from federal income tax under section 501(c)(3) of the Internal Revenue Service Code.
- Charitable organization is in full compliance with all federal, state, and local laws or regulations.
- Program or project addresses charitable community-related issues in Kansas, Oklahoma, Texas and other states where ONEOK and its affiliates operate and where our employees work and live.
- Foundation grants generally will not be given to private foundations.
- Foundation grants generally will not be given to tax-supported organizations.
- Foundation grants generally will not be made to organizations involved with the prevention of specific health diseases, such as cancer, diabetes, heart disease, etc.
- Foundation grants generally will not be given for fund-raising walks or runs that solely benefit a specific organization or cause.
- Foundation grants generally will not be given to religious groups and churches, except for programs or projects that benefit the broad community.
- Foundation grants generally will not be given to individual college preparatory schools or their foundations.
- Foundation grants generally will not be given to individual persons.

GRANT REQUESTS SHOULD INCLUDE THE FOLLOWING INFORMATION:

- Proposal summary. Brief description of the program/project for which funding is being requested, including target population, number of people who will be served and desired impact.
- Amount of the request. Total fund-raising goal for the program/project.
- Organization's stated mission.
- Organization's annual budget. Primary sources of funding.
- Others who financially support the organization and contribution levels.
- List of organization's directors and/or list of program/project committee members.
- Funding requests for capital campaigns should include confirmation that 100% of the Board of Directors of the organization has participated in the capital campaign.
- List of ONEOK employees involved and/or corporate relationships known to be involved with the organization.
- History of ONEOK contributions to the organization.
- A copy of organization's 501(c)(3) tax-exempt status determination from the IRS.
- A copy of organization's W-9 form, which verifies its taxpayer identification number.

Grant requests over \$5,000 are reviewed at quarterly meetings of the ONEOK Foundation Board of Directors. Grant requests for \$5,000 or less may be submitted at anytime. Notification of the decision on a grant request is made by formal letter.

Mailing Address: Executive Director, ONEOK Foundation, Post Office Box 871, Tulsa, Oklahoma 74102-0871.

(Revised December 2008)

{00007653 2}