

## ONE Gas Community Investment Program

### EMPLOYEE MATCHING GRANTS PROGRAM

#### GUIDELINES

The Employee Matching Grants Program was established to encourage employee giving and to help charitable nonprofit organizations broaden their individual support programs. Administered by the ONE GAS Foundation, the program provides a dollar-for-dollar match of employee contributions to nonprofits from a minimum of \$25 to a maximum of \$5,000 per employee per year.

#### Employees Eligible for Employee Matching Grants

- Must be regular full-time employee of ONE Gas, or its divisions or wholly owned subsidiaries at the time the contribution is made.

#### Eligible Organizations for Employee Matching Grants

- Charitable nonprofit organizations in areas served by ONE Gas
- Institutions of higher education located within the United States.
- Must be recognized by the Internal Revenue Service as a 501(c) (3) tax-exempt organization whose purpose is charitable or educational.

#### Eligible Contributions for Employee Matching Grants

- Contributions that are paid, not merely pledged, with the employee's personal funds, or with securities having a quoted fair market value.
- Contributions made January 1 thru December 31 of a calendar year are eligible for matching grants, providing a completed application is received by the following February 1. After the application deadline, all matching grants will be paid at one time, by March 1.

#### Contributions Not Eligible for Employee Matching Grants

- Contributions made on behalf of ineligible organizations or made jointly by several individuals.
- Contributions that provide the employee any direct benefits or privileges, such as membership dues, tickets to events, raffle tickets, 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.
- In-kind contributions, such as personal or real property, other than securities, or the value of personal expertise.
- Contributions made on behalf of ineligible individuals or organizations, or made jointly by several individuals.
- An indirect contribution, payment, or gift for the benefit of an organization.
- Contribution to an organization that discriminates on the basis of race, gender, ethnicity, or creed.