



## Volunteer Grant Guidelines

ONE Gas supports our Core Value of Service by making it possible for employees to obtain a \$250 grant for a local nonprofit organization through the **ONE Gas Volunteer Grant** program.

The program is designed to recognize and reward your personal commitment to a local nonprofit agency. Through this program, the nonprofit benefits two-fold — once from the employee's contribution of personal time, and again from a financial contribution from the ONE Gas Foundation.

### Program Details

- An employee or retiree may submit one Volunteer Grant request per calendar year.
- Grant application for the previous calendar year must be received by March 1.
- To submit a Volunteer Grant Application:
  - Active Employees can apply through the ONE in Giving site (*Hub > QuickLinks > ONE in Giving*), or by completing the paper form (*reverse side*).
  - Retirees should complete the paper form (*reverse side*).
- All grant requests for the previous year will be approved or declined by March 15.
- Volunteer Chapters will review and recommend grant applications to the ONE Gas Foundation.
- Grants will be made payable directly to the eligible organization.

*To qualify, the following requirements must be met:*

### Participant Eligibility Requirements

- Applicant must be an active or retired ONE Gas employee.
- Applicant must have completed at least 10 volunteer hours at one or more company-sponsored events during the calendar year. These events can be found on the ONE in Giving site calendar. (*Hub > QuickLinks > ONE in Giving*)
- Applicant must have also completed at least 15 volunteer hours with the nonprofit organization who would receive the \$250 Volunteer Grant.

### Organization Eligibility Requirements

- The organization must be recognized by the Internal Revenue Service as a public, charitable entity with 501(c)(3) tax-exempt status.
- Organization must be located in the ONE Gas footprint.
- Organization should align with ONE Gas Core Values.

### Questions?

If you have questions or need clarification on the details above, please contact the ONE Gas Foundation at 918-947-7888 or [ONEGasFoundation@onegas.com](mailto:ONEGasFoundation@onegas.com).