



## Intel Involved Matching Grant Program Policy & Guidelines

The Intel Involved Matching Grant Program recognizes and encourages Intel employees worldwide to engage in volunteer programs and community service. The Intel Foundation awards cash grants to qualified schools and community organizations based on volunteer hours reported by Intel employees.

### General:

- All active regular, part-time or flex-time employees of Intel Corporation, including employees on sabbatical, are eligible to participate in the Intel Involved Matching Grant Program.
- U.S. Intel retirees are eligible to participate.
- Contingent workers, employees on medical leave, spouses and other family members are not eligible. Grants will be awarded only to the school or organization where volunteer service was performed.
- Volunteer hours may not be transferred or re-assigned to a different school or organization.
- Volunteer hours cannot be "carried over" from one year to the next.
- Volunteer service must be completed before the hours are reported; a pledge to later perform volunteer service may not be reported.
- Employees are responsible for reporting their volunteer hours using the Intel Involved Volunteer Management System (IIVMS). Only volunteer hours reported in the IIVMS will qualify for the Intel Involved Matching Grant Program.
- The maximum grant amount that an eligible school can receive per calendar year is 15,000 USD. The maximum grant amount an organization can receive per calendar year is 10,000 USD.
- A minimum cumulative total of 20 hours of employee volunteer time within a calendar year is required to generate a cash grant for a qualifying school or organization. Each additional volunteer hour will increase the amount of the grant up to the maximums noted above. (Refer to *Appendix A* for USD amounts per hour at Intel locations.)
- The deadline for reporting volunteer hours for schools and community organizations is January 15 of the following calendar year.
- The Intel Foundation will make payments to schools and organizations on an annual basis.

### IIMGP Eligibility Policy:

1. Employee volunteer hours are eligible for matching grants when freely given with no monetary benefit or compensation from a school or community organization.
2. The volunteer activity must broadly benefit the school or members of the community, not the employee, family members, or designated individual beneficiary.
3. Certain volunteer activities are NOT eligible for a matching grant. Although volunteers are encouraged to log all volunteer time, it will not result in a Foundation matching grant. Ineligible activities include:
  - 3.1. Participation in walkathons, marathons, or other events (e.g., bowling in a bowl-a-thon, reading for a read-a-thon, etc.). However, volunteer hours spent helping to organize or staff a fundraising walkathon may qualify for a matching grant.
  - 3.2. Participation or attendance at a fundraising event (e.g., charitable fundraising dinner, golfing in a charitable tournament, auction, etc.).
  - 3.3. Volunteering for political campaigns or ballot measures; lobbying or advocacy to influence public policy or legislation.

- 3.4. Caring for or socializing rescued animals in the home; socializing or training guide dogs or other service animals to assist the disabled or elderly where the training requires 24-hour care of the animal in your home or at the office.
- 3.5. Hosting visiting students in your home or providing foster care for children.
- 3.6. Attending parent-teacher conferences.
- 3.7. Providing religious instruction, lay counseling or ministry outreach on behalf of religious organizations.
- 3.8. Fasting to raise awareness for a cause or political/social issue.
- 3.9. Chaperoning your children or other Intel employees' children for Kid-to-Work Day or other GPTW events.
- 3.10. Volunteering in lieu of tuition or in order to generate matching funds which will be applied in lieu of tuition or similar costs/payments
- 3.11. Volunteer activities outside of your normal work scope that benefit and support Intel employees or programs, e.g., ERT/ORT, Safety Fairs, NEO, GPTW or other Intel U instruction.
- 3.12. Recruiting activities that result in Intel hiring new employees.

### **IIMGP Eligibility Requirements for Non-Profit/Non-Governmental Organizations and Schools**

#### Schools, Colleges and Educational Institutions:

1. Public/government funded schools (K-12 or equivalent) must be fully accredited and offer comprehensive programs; independent or private schools must be fully accredited, offer comprehensive programs and non-profit, i.e., non-profit 501 (c)(3) or its international equivalent.
2. Colleges and Universities must be degree-granting institutions.
3. Nursery, day care or pre-school program may be eligible for a matching grant if it is a 501(c)(3) public charity or its equivalent or is located at a public school and run by a school that is otherwise eligible for the matching grant program.
4. Non-US based schools must submit an IIMGP application

#### Non-Profit/Non-Governmental Organizations:

1. US organizations must be a tax-exempt 501(c)(3) public charity or its equivalent.
2. Non-US organizations must submit an IIMGP application
3. To be eligible for volunteer matching grants, **non-governmental organizations (NGOs) outside the U.S.** must verify:
  - Registration has been in place for at least 3 years.
  - No affiliation with any religious organization or political party.
  - Only NGOs approved by the Intel Foundation will be eligible to receive volunteer matching grants. To determine eligibility, NGOs must submit an application for the Intel Involved Matching Grant Program and provide documentation of "charitable equivalency" as defined by the U.S. Tax Code.

#### Ineligible Organizations:

1. Religious organizations *unless* the program for which the employee volunteered is a secular community outreach program benefiting the community at large with no religious teaching or other requirements to receive services (e.g., homeless shelter, food bank). If approved, the matching grant should directly support the community outreach initiatives of the religious organization.
2. Foundations that are strictly grant-making bodies.
3. Municipalities or quasi-governmental organizations (e.g., volunteer fire departments, parks & recreation departments, citizen advisory panels)

4. Political parties or organizations that engage primarily in advocacy activities.
5. Labor unions; fraternal, service or military veterans' organizations.
6. Chambers of Commerce, trade or business associations.
7. Organizations that do not verify compliance with the Intel Foundation Contributions Non-Discrimination Policy.

#### **Intel Foundation Non-Discrimination Policy**

Intel respects, values and welcomes diversity in the workplace as well as in its suppliers and the global marketplace. Organizations seeking financial support from Intel and the Intel Foundation are asked to verify that their programs and services are offered without discrimination on the basis of race, color, religion, gender, national origin, ancestry, age, disability, medical condition, genetic information, veteran status, marital status, pregnancy, gender expression, gender identity, sexual orientation, or any other characteristic protected by federal, state, or local law, regulation, or ordinance.

Educational institutions or non-profit organizations which offer gender-based programs or have services designed to address the needs of other targeted populations, may not, in and of themselves, be considered discriminatory and will be considered for funding.

#### **Other Limitations & Restrictions**

1. In accordance with anti-bribery laws and regulations, no grant may be awarded if its purpose is to secure a business advantage for Intel by providing something of value to an officer or employee of a government (including its departments, agencies, instrumentalities or government-owned or controlled companies), to a candidate for political office, to a political party, or to a public international organization, such as the United Nations or World Bank.
2. Intel Corporation and the Intel Foundation reserves the right to limit the amount of money it will contribute to the Intel Involved Matching Grant Program in any calendar year, to amend or terminate the program at any time, and to make such interpretation in the administration of the program as may be required.
3. Intel Corporation and the Intel Foundation reserves the right to withhold matching funds to schools and organizations on any basis as deemed appropriate.
4. Employees are solely responsible for recording volunteer hours. The Intel Employee Code of Conduct applies to the reporting of volunteer hours, and there may be significant repercussions for misrepresentation of volunteer hours.
5. The Intel Foundation reserves the right to withhold matching funds to schools and organizations upon confirmation that there has been false reporting of volunteer hours.
6. Determination of eligibility of schools and organizations, as well as payment to all schools and organizations is at the sole discretion of the Intel Foundation.

**For questions or more information:** Contact [intel@easymatch.com](mailto:intel@easymatch.com).

## Appendix A:

### Intel Involved Volunteer Matching Grant rates\*

Countries	Volunteer Grant Rate
Australia, Belgium, Brazil, Canada, Denmark, France, Finland, Germany, Greece, Hong Kong, Ireland, Israel Italy Japan, Kenya, Korea, Morocco, Netherlands, Nigeria, Norway, Portugal, Saudi Arabia, Singapore, South Africa, Spain, Sweden, Switzerland, Taiwan, Turkey, United Kingdom, United Arab Emirates, United States	\$10/Hour  \$200 Minimum Grant  (20 hours)
Algeria, Argentina, Bangladesh, Bulgaria, Chile, China, Colombia, Costa Rica, Czech Republic, Ecuador, Egypt, Guatemala, Hungary, India, Indonesia, Jordan ,Kazakhstan, Lebanon, Lithuania, Malaysia, Mexico, Mongolia, Pakistan, Peru, Philippines, Poland, Russia, Serbia, Sri Lanka, Thailand, Ukraine, Venezuela, Vietnam	\$5/hour  \$100 Minimum Grant  (20 hours)

\* Effective January 1, 2012