



## Google Gift Matching Program

### Program Guidelines

Philanthropy is one of our core values at Google. And that makes Google Matching Gifts, through which the company matches contributions from eligible employees to non-profit organizations, a crucial expression of our corporate mission. Bolstering your contributions to worthy causes with matching gifts doesn't just mean helping hundreds of organizations, both locally and globally; it's also a tangible expression. We want Googlers to get involved – and the company is right behind you.

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### Dollar Amounts

Google will match employee donations from a minimum gift of \$50 up to \$6,000 per donor per year. The program runs on our fiscal year, from January 1st to December 31st, and dollar limits are based on the date of your gift, not the date we process our matching gift. We must receive your matching gift request within one year from the date of your gift, so don't delay too long.

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### Multiple Payments

If I make a monthly charitable contribution that is less than \$50 can I still get a match? Yes, you are still eligible for the match as long as your yearly donation is equal or greater than \$50.

## **Employee Eligibility**

You're eligible for Google Matching Gifts if, on the date you apply for the gift match, you are either a permanent employee working at least 20 hours per week or a member of Google's Board of Directors. Donations that are made before you are a Google employee will not be matched as the gift needs to be made on the date you are either a permanent employee working at least 20 hours per week or a member of Google's Board of Directors.

Interns, temporary employees, agency temporaries, contractors or consultants, employees on long-term disability, or permanent part-time employees who work less than 20 hours per week aren't eligible for this program.

Gifts made by a Googler's family members (other than a spouse or domestic partner) aren't eligible for this program. Gifts made by the Googler's spouse/domestic partner are eligible. If the donation was made by or in your spouse/partner's name, please write it in the "purpose" field when making your gift so the organization can verify your gift.

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## **Gift Eligibility**

Gifts must be charitable contributions from your personal funds that qualify as deductions on your federal tax return. If you, any member of your family, or any individual designated by you has received or will receive a benefit as a result of this contribution, Google will only match the tax-deductible portion of your gift. Contributions made with company funds or reimbursed to a participant from company funds aren't eligible for a matching gift. And if you want us to match a personal pledge, your pledge must be paid in full, and Google's matching gift isn't included as part of the pledge.

Your gift must be in the form of check, credit card or marketable securities with a quoted market value. Gifts of securities will be matched with cash. The value of the stock will be calculated using the price at the close of the market on the day of transfer of the security. We don't match any other forms of personal or real property, including in-kind gifts.

Gifts cannot include (take a deep breath): subscription fees for publications, membership fees, insurance premiums, tuition payments, books or student fees, contributions to individuals, fraternities, sororities or labor organizations, gifts for non-scholastic programs such as stadium construction, ticket purchases, benefits, payments where direct value is received, gifts of real or personal property (except marketable securities), bequests or life income trust arrangements, or cumulative gifts from several individuals reported as one contribution (except, as described below, in the case of event fundraising).

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## **Fundraising Event Contributions**

You may request a Google matching gift for the funds you collect, individually, for a charitable event in which you are the active participant (walks, marathons, bike rides, etc.). Here are a few ground rules for such events:

- You can collect funds from other Googlers or any person wishing to assist you in your fundraising effort and submit the total dollar amount of the funds you raise for match.
  - You must participate in the event in the same fiscal year that you request a matching gift
  - The funds must be raised through your individual, personal effort
  - Google's match of your funds will count towards your personal match limit of \$12,000 annually.
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### **Eligible U.S. Institutions and Organizations (updated January 1, 2012)**

Any non-profit organization recognized as a tax-exempt public charity under Sections 501(c)(3) of the IRS code is eligible for a Google matching gift.

\*Private and public elementary and secondary schools are eligible

\*Colleges and universities are eligible with accreditation by a nationally recognized regional or professional association

\*Political parties, political organizations, and lobbying groups both inside and outside the US remain ineligible

Please note that all organizations must comply to the following in order to receive a matching gift:

- You confirm that your organization does not discriminate on any unlawful basis with regards to hiring or employment practices, including discrimination or harassment on the basis of race, color, religion, veteran status, national origin, ancestry, pregnancy status, sex, gender identity or expression, age marital status, mental or physical disability, mental condition, sexual orientation or any other characteristics protected by law, in the administration or provision of all programs and services.
- You certify that: (i) your organization may receive this donation under its own policy and applicable laws and regulations; (ii) this donation will not negatively impact Google's current or future ability to do business with my organization; and (iii) this donation will not be used to corruptly influence any government official to obtain or retain business or any improper advantage.
- You certify that gifts must be designated for service programs open to all persons regardless of religion, and may not be used primarily for religious instruction

All grants will be subject to the following language: Google reserves the right to grant or deny any organization's application or participation at any time, for any reason, and to supplement or amend these eligibility guidelines at any time. Selections are made at Google's sole discretion, and are not subject to external review.

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### **Eligible Organizations outside the U.S.**

A third-party vendor does our due diligence on international organizations' eligibility for Google matching gifts. Your contribution to a given international organization is eligible for matching if the third-party vendor determines that the organization is the "equivalent" of a U.S. public charity or that your gift will be used for charitable purposes. International private foundations can also be

eligible if your contribution will be used for a charitable purpose and helps the foundation meet its annual distribution requirement.

Please note that all 501(c)(3) / International Equivalent Organizations must agree to our non-discrimination and anti-bribery clause, and agree that gifts to religious organizations must be designated for service programs open to all persons regardless of religion, and may not be used primarily for religious instruction. We will continue to exclude political parties, political organizations, and lobbying groups both inside and outside the US.

All grants will be subject to the following language: Google reserves the right to grant or deny an organization's application or participation at any time, for any reason, and to supplement or amend these eligibility guidelines at any time. Selections are made at Google's sole discretion, and are not subject to external review.

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### **U.S. Patriot Act Compliance**

U.S. companies must follow strict guidelines for processing contributions to foreign entities to ensure that these organizations do not in any way support terrorism. Google reserves the right to decline to match any gifts to organizations that do not meet these guidelines.

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### **Administrative conditions**

We must receive your gift-matching request within one year of the date of your payment by check, credit card or traded securities. The recipient must confirm your gifts in order to be matched by Google.

Google reserves the rights to interpret, apply, amend or revoke these guidelines at any time without prior notice, and to decide whether to match any given gift. The policies and procedures described here are not conditions of employment, nor are they intended to create or constitute a contract between Google and any one or all of our employees.

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### **Online**

You are eligible [to apply for Google's matching funds] if, on the date of your gift, you are a full-time employee.

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### **Schedule for Distribution of Funds**

We process gift-matching requests on a monthly basis, however payments might take a few months to be paid out due to payment process.

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### **Requesting a Matching Gift**

We've partnered with Benevity.com to facilitate your gift matching requests. For your convenience, you can request a matching gift online at <https://login.corp.google.com/vendors/giftmatch>.