



## Employee Vibrant Community Grant Program Guidelines

The Employee Vibrant Community Grant Program is sponsored by Corning Incorporated Foundation to encourage U.S. Corning employees to become involved with their community and to increase employees' impact at an eligible non-profit organization important to them. The Employee Vibrant Community Grant began in 2018 to celebrate the 65<sup>th</sup> Anniversary of the Corning Incorporated Foundation. Due to its success, it became an annual program in 2019. In January, employees can apply on-line for a \$1,000 grant to be distributed to an eligible public charity.

### Eligible Individuals

- Active full-time and part-time U.S. employees of Corning who have been employed for at least 30 days.
- Corning Incorporated Board of Directors and Directors Emeritus.

### Eligible Organizations

- U.S. charitable organizations that are recognized by and registered with the United States Department of Treasury as a tax-exempt, public charity under sections 501(c)(3) and 509(a) of the Internal Revenue Service in the following categories: 1) Arts & Culture 2) Community & Civic 3) Educational Institutions & Support 4) Environmental 5) Health, Wellness & Human Services.
- U.S. accredited public-school districts supported by local, and/or state and/or federal taxes.
- U.S. accredited, non-profit private schools, in grades K-12 with professional staff, certified by the state and offered on a regular schedule.
- U.S. accredited public or non-profit colleges and universities (offering a two-year, four-year, and/or advanced degrees) to which contributions are tax deductible under the Internal Revenue Service.
- The eligible non-profit organization must be within 20 miles of a Corning business location that has at least 50 Corning employees. Not applicable to remote employees.

*Note: Grants must be made to the public-school district, college, or university; however, it may be designated for a specific school, scholarship, or program operated and managed by the institution. The Foundation reserves the right to have the designated program verified by the institution.*

### Ineligible Organizations

- Political or partisan organizations, or those supporting or opposing specific candidates or legislation.
- Religious organization (churches, synagogues, mosques, and other houses of worship), or organizations primarily promoting religious purposes. Other faith-based community service organizations or school may be considered eligible if their programs:
  - (a) Are open to all individuals in the community regardless of religious belief;
  - (b) Serve a secular purpose, such as a food pantry, homeless shelter, or education;

(c) Do not require participation in prayer, worship, or other religious activities as condition of receiving service(s) offered; and

(d) Do not use the individual donation or resulting match for religious purposes.

- Social, fraternal, alumni and/or professional membership organizations.
- Any organization that does not comply with the Corning Incorporated Foundation's non-discrimination policy\* or any organization (or gift) that the Foundation, in its sole discretion, considers non-compliant with the law or otherwise incompatible with the Foundation's mission.

### **Administrative Conditions**

- Annually, the Employee Vibrant Community Grant application is available on the Foundation's website ([www.CorningFoundation.org](http://www.CorningFoundation.org)) for employees to nominate eligible non-profit organizations to receive a \$1,000 Employee Vibrant Community Grant.
- An eligible non-profit organization cannot receive the Employee Vibrant Community grant two years in a row.
- An employee may only submit one nomination each year.
- The on-line application will be activated the first business day of January each year.
- The on-line application will be deactivated once the Foundation receives 50 eligible requests or January 31; whichever comes first. Twenty-five requests for the Corning-Elmira area and twenty-five requests received for Corning Business Locations and remote employees with a maximum of 5 winning applications per location.
- The Foundation will administer the grant.
- The Foundation reserves the right to audit an organization's records and documents pertaining to the program and to request supporting documentation it considers necessary.
- Questions of interpretation, application or administration of the program shall be determined by the Trustees of the Foundation. Their determination shall be final.
- Trustees may at any time amend or discontinue the Employee Vibrant Community Grant program, but no amendment or discontinuance shall affect the obligation of the Foundation to match grants made prior to such amendment or discontinuance.
- If the Foundation finds any misuse of funds or these guidelines by an organization, its participation in the Vibrant Community Grant program will end. Any employee who misuses this Program or these guidelines may result in legal and/or disciplinary action up to, and including, employment termination.

### **Required Information**

- Corning Incorporated employee name, email, phone number and position/job title.
- Corning Incorporated employee business segment and business location
- The eligible non-profit organization's legal name
- The eligible non-profit organization's address
- The eligible non-profit organization's website
- The eligible non-profit organization's Employee Identification Number (Tax ID if known)
- The eligible non-profit organization's mission statement and description of services and/or primary activities (this is usually located on the organizations website)
- The eligible non-profit organization's contact name and email
- Identify the Corning business location closest to the nominated organization
- A shorty essay (250-word maximum) describing how the organization contributes to the vibrancy of a Corning community.

### **Request to Add a Non-Profit Organization**

- On a Corning issued device, go to [www.CorningFoundation.org](http://www.CorningFoundation.org)
- Click on the yellow Employee Programs button shown on the homepage.
- Click sign in through SSO on a Corning managed device. This will automatically log you in to the Foundation's Employee Program's site.
- Click on the featured tile "Request to Add a Non-Profit" shown on the homepage of the Employee Programs site.
- Complete the request form and click submit.
- Please allow up to 5 business days for requests to be completed.

\*The Foundation does not provide funding to any organization that has a written policy of discrimination. This includes, but is not limited to, discriminated based on race, color, gender, age, religion, national origin, sexual orientation, gender identity or expression, marital status, domestic partner status, disability or veteran's status or any other classification protected by federal, state, or local law, regulation, or ordinance. Organizations that serve a specifically defined population, per their mission, would not be considered discriminator.

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