



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 2017 to celebrate the 65th 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

- Full-time and part-time U.S. employees of Corning, or a domestic or foreign subsidiary in which Corning owns directly or indirectly more than 50% of the voting stock who have been employed for at least 30 days.
- Corning Incorporated Board of Directors and Directors Emeritus.

Eligible Institutions

In general, these institutions must be recognized by the United States Department of the Treasury as tax-exempt organizations under sections 501(c)(3) and 509(a) of the Internal Revenue Code. A tax-exempt foundation collecting funds for a single eligible institution qualifies for matching funds.

Geographic Restriction: The non-profit organization must be within 20 miles of a Corning business location that has at least 50 Corning employees.

To be eligible to receive an Employee Vibrant Community Grant, an institution must operate exclusively as one of the following:

- Arts Organization
- College, University
- Health and Wellness Organization
- Healthcare-Based Organization
- Historical Society
- Library
- Museum
- Nature Area, Zoo or Garden
- Private K-12 Grade School
- Public Radio or Television Station
- Public School District

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 is ineligible.*

Administrative Conditions

- Annually, the Employee Vibrant Community Grant application is available on the Foundation's website (www.CorningFoundation.org) for employees to nominate eligible non-profit organizations to receive a \$1,000 Vibrant Community Grant.
- 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. Twenty-five requests received for the Corning-Elmira area, and twenty-five requests received for Corning Business Locations. The Foundation will administer the grant.
- Questions of interpretation, application or administration of the program shall be determined by the Trustees of the Foundation. Their determination shall be final.
- A non-profit organization cannot receive the Employee Vibrant Community grant two years in a row.
- An employee may only submit one request each year.
- A maximum of 5 winning applications per Corning business location.
- 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 contribute a grant selected as eligible prior to such amendment or discontinuance.
- **If the Foundation finds any misuse of funds or these guidelines by the institution, its participation in the Employee Vibrant Community Grant Program will end. Any employee misuse of 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 non-profit organization's legal name
- The non-profit organization's address
- The non-profit organization's website
- The non-profit organization's Employee Identification Number (Tax ID if known)
- The non-profit organization's mission statement and description of services and/or primary activities (this is usually located on the organizations website)
- The 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.

Eligible Institution Definitions

Corning Incorporated Foundation contributions under the Employee Vibrant Community Grant Program are made solely to 501(c)3 and 509(a) organizations in the following categories. Questions of interpretation, application or administration of the program shall be determined by the Trustees of the Corning Incorporated Foundation. Their determination shall be final.

1. Arts Organizations

An institution which provides instructional and/or exhibition programs in the visual arts, dance, creative writing, drama, and music; and/or an organization that present performances for the public in the areas of music, drama and/or dance on a continuous basis.

2. Colleges, Universities

A national, regional or state accredited institution which offers a two-year, four-year or advanced degree.

(Note: Grants must be made payable to the College or University; however, funds may be designated for a specific school or program operated and managed by the College or University.)

3. Health and Wellness Organizations

An institution whose mission is intended to result in improved social, physical, intellectual and emotional well-being.

(Note: Health is a state of physical, mental and behavior well-being, and not merely the absence of disease or infirmity [World Health Organization.] Wellness, as a state of health, is a multi-dimensional, lifelong, process of making decisions and choices that result in a balanced and fulfilling life.)

4. Healthcare-Based Organizations

State certified hospitals, nursing homes or hospice programs that offer general and/or specialized acute care.

5. Historical Societies

An institution devoted to the acquisition of artifacts, and/or the study of the history of either a specified area or event(s), with activities available to the public; but not a sole restoration or preservation effort.

6. Libraries

A repository for literary materials such as books, periodicals, newspapers and audio-visual materials, which loans and/or exhibits the collection to the public on a continuous basis.

7. Museums

An institution that owns and utilizes tangible objects, cares for them and exhibits them to the public on a continuous basis.

8. Nature Areas, Zoos or Gardens

An institution that owns and/or operates land set aside to be conserved for the study and appreciation of the natural environment; inclusive of wildlife, and botanical and zoological gardens. Must be open to the public.

Zoological Garden: A garden or park where wild animals are kept for exhibition

Botanical Garden: A garden often with greenhouses for the culture, study and exhibition of special plants.

9. Private K-12 Grade Schools

An institution, academic in purpose with professional staff, which offers elementary (grades 1-6, 7, 8), and/or high school (grades 8 or 9-12) or combined programs. School programs must be certified by the state and offered on a regular schedule.

10. Public Radio or Television

Radio and/or television stations licensed by the Federal Communications Commission.

11. Public School Districts

An educational institution supported by local, and/or state and/or federal taxes, which offers grades K-

(Note: Grants must be made payable to the School District; however, funds may be designated for a specific school, scholarship or program operated and managed by the District. These programs or scholarships must be certified by the District Superintendent as an integral part of the educational program.)

Request to Add a Non-Profit Organization

- On a Corning issued device, go to www.CorningFoundation.org
- Click on the yellow Employee Programs button shown on the homepage. 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.

As of 9/10/2020