



Team Grant Program FAQs

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Who can apply for a grant?

The leader of a team consisting of a minimum of five employees, agents and/or retirees of New York Life Insurance Company (or eligible subsidiaries) who, at the time of application for a grant under the Program, is a:

- Full-time or part-time employee (working more than 20 hours a week) with one or more years of continuous service;
- Retired employee;
- Proactive agent who is a current member of one of the Councils; OR
- Life Member of Council.

How many volunteer hours are required?

The team must contribute a minimum of 40 service hours collectively.

What is the purpose of the grant?

To support and recognize the team volunteer service that New York Life employees, agents and retirees give to nonprofit organizations. Team Grants can support volunteer service that is not otherwise eligible for Foundation grants.

What organizations are eligible for a Team Grant?

- U.S.-based, nonprofit organizations which are open or available to all members of the community and which are tax-exempt under Section 501(c)(3) and are not private foundations under Section 509(a) of the Internal Revenue Code.
- Public and private elementary and secondary schools, foundations receiving funds for schools or school districts, and their P.T.A.s and P.T.O.s. Private secondary schools must be fully accredited or have been awarded pre-accreditation.
- Degree-granting four- or two-year U.S. private and public colleges and universities, including their professional or graduate schools that are fully accredited or have been awarded pre-

accreditation by one of the six regional accrediting agencies recognized by the U.S. Secretary of Education.

- Organizations must be in existence for more than one year and governed by a board of directors.
- Short- and long-term team volunteer projects such as school/playground beautification, walk-a-thons and telethons, soup kitchens and meal delivery programs.

What organizations are ineligible?

Houses of worship (churches, synagogues, mosques, etc.); political, fraternal, professional or industry groups; government agencies; membership groups or clubs and their foundations; private foundations; organizations primarily supported by taxes; advocacy groups; local United Ways; groups ineligible to receive grants under state or federal law; groups representing a conflict of interest for the applicants, the Foundation or the Company; organizations that discriminate on the basis of age, citizenship, color, ethnicity, gender, marital status, physical or mental disability, political affiliation, race, religion, sexual preference or orientation, or veteran status; organizations or programs that fund terrorist groups or activities.

What is the grant amount?

Grants range from \$500 to \$10,000.

What are eligible project expenses?

- Materials critical to the project that will be used by the volunteers, such as:
 - Gloves, trash bags, painting and gardening supplies for beautification projects
 - Arts and crafts supplies for projects with children
- Expenses associated with organizing/hosting/participating in a volunteer event, such as career panel workshops with students, hosting a “respite” dinner event for parent and children after-school projects, hospital visits, holiday children's events, soup kitchens, etc.

What are ineligible project expenses?

- Direct contributions, gifts or donations to an agency and/or its clients
- Substantial purchase of tangible goods such as computers, equipment, software, furniture, etc.
- Registration fee or sponsorship of an event (walk-a-thons, drives, dinners)
- Fees for entertainers or speakers
- Capital costs
- Rental or transportation expenses
- Thank-you gifts for volunteers

How do I apply?

Eligible New York Life employees, agents and retirees may apply online at www.newyorklifefoundation.org. This is a two-part application that requires:

- Initiation and completion of part one by the New York Life applicant, including registering team members and their hours on the Volunteers for Life Web site
- The New York Life applicant sends part two to the nonprofit organization for completion.
- The New York Life applicant is responsible for overseeing the completion of part two by the organization.
- Applications can be submitted prior to the project date, but won't be awarded until the project is completed.

When can I apply?

You should apply prior to the team volunteer project. The application is open from February 1- November 15. Applications submitted but not completed by the nonprofit within 90 days will be voided and the New York Life applicant will need to reapply.

When are decisions made?

Applications are reviewed and processed on a quarterly basis. Grants are made in April, June, September and December.

How are applications reviewed?

Applications must be completed by November 15 to be considered for that calendar year.

Applications are reviewed and grant amounts determined based on the merits of the project, the number of volunteers and the number of volunteer hours.

Can I apply for more than one organization per year?

No, you can only apply for one grant per year.

Can I apply for the other volunteer grants offered by the New York Life Foundation?

Yes, you can apply for both the Individual and Team volunteer grants in the same year and may be awarded both.

Whom can I contact if I have any questions about my application?

Contact the New York Life Foundation at (212)-576-7341, option #1, or E-mail us at nylffoundation@newyorlife.com.

For technical assistance including log-in issues and organization search problems, please click on "Need Support" on the application log-in page.