



Volunteers for Life
Team Grant Program Guidelines

Purpose

In support and recognition of the team volunteer service that New York Life employees, agents and retirees give on behalf of nonprofit organizations, the New York Life Foundation makes grants to the charitable agencies where they volunteer their time. This Program provides an opportunity to acknowledge volunteer service that otherwise is not eligible for Foundation support.

Eligible Teams

A minimum of five employees, agents and/or retirees of New York Life Insurance Company (or eligible subsidiaries) whose Team Leader, 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 the Councils.

The cumulative service of the team must total at least 40 hours during one calendar year.

Eligible Organizations/ Programs

- A U.S.-based nonprofit organization which is open or available to all members of the community and which has tax-exempt status under Section 501(c)(3) and is not a private foundation under Section 509(a) of the Internal Revenue Code.
- Public and private elementary and secondary schools and 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.
- The organization 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 kitchen and meal delivery programs.

Non-Qualifying Organizations

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; and those 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.

Evaluation Procedure

Grants will support the project expenses associated with New York Life's team volunteer service and recognize the team's service with a charitable organization. Grants will generally range between \$500 and \$10,000 (as much as \$5,000 can be awarded for team service recognition and as much as \$5,000 can be approved for the New York Life's team service project cost). Preference is given to organizations serving children.

Grant amount for recognition is determined by the team's volunteer service: number of New York Life people who volunteer and number of New York Life team hours spent on the project.

Grant amount for project expenses is determined by a proposed itemized budget associated with the New York Life team project, which must be submitted by the nonprofit organization.

Eligible Project Expenses

- Materials critical to the project that will be used by the volunteers such as:
 - Beautification project materials including gloves, trash bags, painting and gardening supplies
 - Arts and crafts supplies
- 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.)

The final decision of the Foundation will be based on the degree to which the organization's activities contribute to the betterment of the community, the amount of time contributed by the volunteers, the number of applications submitted, and the availability of funds. The New York Life Foundation reserves the right to determine the eligibility of the recommended organizations.



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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

Application Procedures

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.**

- **The application period is open from February 1 to November 15.**
- **Grants are awarded quarterly. Applications submitted but not completed by the nonprofit within 90 days will be voided and the New York Life applicant will need to reapply.**

Conditions

Only one application per eligible individual will be accepted in a calendar year under this Program. However, an individual may apply annually for a grant as long as all eligibility requirements are met. More than one eligible person can apply for the same organization in the same year.

This Program is meant to encourage and support team volunteer activities. IRS regulations prohibit pure business development work from being included in this program.

The interpretation, application and administration of this Program will be determined by the Foundation, and its decision will be final. The Foundation reserves the right to suspend, change or terminate this Program at any time.