

## **Volunteer Grant Guidelines**

It is the donor's responsibility to review the guidelines prior to applying for a grant. Becoming familiar with the guidelines will assure gift eligibility and that the primary purpose of this program is achieved.

These guidelines are subject to change at any time without prior notification.

Phillips 66 reserves the right to decline requests to organizations that might represent a conflict of interest with Phillips 66's business interests or its reputation or relationship with others.

## **Eligible Donors**

- Regular domestic employees (paid in U.S. dollars) of Phillips 66 or its U.S. subsidiaries in which the company ownership is at least 50 percent.
- Directors
- Phillips 66 retirees
- Retired directors
- Spouses of eligible employees, directors, Phillips 66 retirees and retired directors

## **Individual Grants**

Eligible donors may apply for four \$500 individual grants per calendar year. Each grant requires 20 hours of volunteer service. Volunteer hours may not be carried over from year to year.

## **Team Grants**

A team of four or more eligible donors, volunteering on a specific project, may apply for a team grant of \$1,000. Each team grant requires a combined total of at least 40 hours of volunteer service at the same location on the same date. Volunteer hours may not be carried over from year to year.

Organizations are eligible to receive a maximum of \$6,000 per year under the Volunteer Grant Program in any combination of Individual or Team grants.

Donors have until Jan. 31st to enter grant requests for hours volunteered in the previous year. Requests not submitted by Jan. 31st for hours volunteered in the previous year will not be eligible.

*Note: Retiree definition under the Volunteer Grant Program is age 50 and up in the calendar year when employment ends.*

## **Eligible Recipients**

- Most charitable organizations with tax-exempt status (U.S. Internal Revenue Code, Section 501(c)(3)) Note: The organization must not have a sectarian religious cause as its primary purpose and must serve the community at large.
- Political subdivisions that operate under the government (e.g., cities, counties, states, school districts, police/fire departments, etc.)
- Accredited educational institutions that operate under a 501(c)(3)

**Grant Payment**

Grant payments will be made directly to the organization preferably by Electronic Funds Transfer (EFT) and must be for the tax-exempt purpose of the grantee for use in the U.S. Neither Phillips 66 nor its employees may receive reimbursement or special privileges in return for the grant or their work with the grantee.

**The following are ineligible:**

- Any grant that results in a personal benefit or privilege to the donor, the donor's family or anyone designated by the donor
- Grants to organizations that do not comply with the USA Patriot Act
- Grants to churches, mosques, synagogues or other houses of worship (except accredited schools)
- Grants to political or fraternal organizations
- Time spent raising donations, training for or participating in events such as walks, marathons, bike rides, golfing, or other similar activities.

**Other Administrative Conditions**

Phillips 66 may modify, suspend or terminate the Volunteer Grant Program at any time without prior notification. The interpretation, application and administration of the plan shall be determined by the management of corporate contributions, whose decision shall be final.