



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
- Phillips 66 directors
- Phillips 66 Partners directors
- Phillips 66 retirees
- Retired Phillips 66 directors
- Retired Phillips 66 Partners directors

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

Individual Grants

Eligible donors may apply for eight \$500 individual grants per calendar year to be used by eligible donor or spouse. Each grant requires 20 hours of volunteer service. Volunteer grant requests must be entered in the system by the eligible donor.

Team Grants

A team of four or more eligible donors or spouses, volunteering on a specific project or event, 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 volunteer event.

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.*

- Accredited educational institutions that operate under a 501(c)(3)
- Political subdivisions that operate under the government (e.g., cities, counties, states, school districts, police/fire departments, etc.) and are registered in GuideStar.
 - Organizations can learn how to register in GuideStar [here](#).

Grant Payment

Grant payments will be made directly to the organization 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.
- Gifts to political subdivisions that operate under the government and are not registered in GuideStar

Payout Schedule

Gifts are matched monthly from February through December. Requests submitted after the first week of December will be paid in February of the following year.

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

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.