



TEAM MEMBER MATCHING GIFT PROGRAM GUIDELINES

To encourage and support our team members' generosity to community-based organizations, Inspire Brands Foundation offers a Team Member Matching Gift program. Through this program, eligible employee contributions, up to \$1,000, will be matched to qualified non-profits.

WHO CAN PARTICIPATE

Full-time, salaried, US-based Inspire Brands team members. The cumulative amount available for all employee matching gifts is \$50,000 per year. Matching is done on a first-come, first-served basis until funds are exhausted.

ELIGIBLE ORGANIZATIONS

Organization must be in the United States or one of its territories and must be recognized as one of the following:

- Recognized by and registered with the IRS as a 501(c)(3) or a 170(c)(1) charitable organization.
- Accredited Public PreK-12 School or School District to which contributions are tax deductible under the Internal Revenue Code; or
- Accredited Public or Non-Profit College and University to which contributions are tax deductible under the Internal Revenue Code

Eligible organizations include but are not limited to the following:

- Educational Institutions: universities, colleges, K-12 schools, school Foundations
- Arts & Cultural: museums, zoos, aquariums, theaters, orchestras, operas, or public broadcasting stations
- Community: animal shelters, homeless shelters, low-income assistance, child welfare, or public works programs
- Environmental: conservation efforts, wildlife preservation programs, or public state or national parks
- Health & Human Services: hospitals, community health centers, substance abuse programs, or health services

ELIGIBLE CONTRIBUTIONS

- Contributions made during the current calendar year
- Must be a personal gift from the team member's personal funds which has been paid and not just pledged
- Minimum gift eligible for matching is \$25
- Maximum amount per calendar year, per team member is \$1,000 until Team Member Matching Fund is exhausted
- The Foundation match is limited to the portion of the employee's gift that is tax deductible
- Receipt must be provided for team member's donation



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INELIBIBLE CONTRIBUTIONS

- Gifts to Donor-advised funds, private foundations, personal trusts
- Gifts that provide a direct benefit to the team member or team member's family
- Any portion of the gift that is not tax deductible to the team member
- Gifts made in lieu of tuition payments
- Gifts to political or lobbying organizations
- Gifts to religious organizations unless funds specifically support a social service need such as a soup kitchen or homeless shelter
- Subscription or membership fees
- Dues to alumni (ae) or similar groups
- Cumulative gifts from several individuals reported as one contribution
- Gifts to collegiate or professional athletic associations
- Gifts to any organization that discriminates based on race, religion, color, sex, sexual orientation, gender identity, age, national origin, ancestry, citizenship, veteran, or disability status, or espouses hate

HOW THE PROGRAM WORKS

- If you are a new User to our portal, start by registering [HERE](#).
- If you are a returning portal User, log into your account [HERE](#).
- Team Member must upload a donation receipt from the organization and the organization's W-9.
- If the request is eligible, funds will be paid directly to the organization within six weeks of team member's request.
- The total amount available for this program is \$50,000 per year and matching gifts will be distributed on a first-come, first-served basis until funds are depleted.
- Contact grants@inspirebrands.com for questions on the matching gift portal.
- All requests must be submitted by December 15.

QUESTIONS? Contact Catherine Stranberg at (678) 514-6791 or cstranberg@inspirebrands.com