



## Volunteer Grant Guidelines

ONE Gas supports our Core Value of Service by making it possible for employees to obtain a \$250 grant for a local nonprofit organization through the **ONE Gas Foundation Volunteer Grant** program.

The program is designed to recognize and reward your personal commitment to a local nonprofit organization. Through this program, the nonprofit benefits two-fold — once from the employee's contribution of personal time, and again from a financial contribution from the ONE Gas Foundation.

### Program Details

- An employee or retiree may submit one Volunteer Grant request per calendar year once eligible by completing the required volunteer hours.
- Grant application for the previous calendar year must be received by February 1.
- To submit a Volunteer Grant Application:
  - Active Employees can apply through the ONE in Giving site (*Hub > QuickLinks > Single Sign-on Apps > ONE in Giving*). A notification will appear on the employee's ONE in Giving profile when they have obtained the eligible amount of volunteer hours to qualify for a Volunteer Grant.
  - Retired employees can complete the volunteer grant application through the ONE Gas site (*About ONE Gas > Corporate Responsibilities > Community Investments > Matching Grant Program*).
- All grant requests for the previous year will be approved or declined by March 1.
- Grants will be made payable directly to the eligible organization.

*To qualify, the following requirements must be met:*

### Participant Eligibility Requirements

- Applicant must be an active or retired ONE Gas employee.
- Applicant must have completed at least 25 volunteer hours, either through one or more company-sponsored events and/or through personal volunteer hours during the calendar year.
- Once 25 volunteer hours have been reached, the applicant will be eligible to choose which one organization they would like the \$250 volunteer grant to be awarded to
  - Company-sponsored volunteer opportunities can be found on the ONE in Giving site calendar. (*Hub > QuickLinks > Single Sign-on Apps > ONE in Giving*) or through the ONE Gas Foundation Team.

### Organization Eligibility Requirements

- The organization must be recognized by the Internal Revenue Service as a public, charitable entity with 501(c)(3) tax-exempt status.
- Organization must provide services in the ONE Gas service territory.
- Organizations must not discriminate on the basis of race, religion, color, sex, national origin, age, sexual orientation, gender identity or expression, disability, or military status or other categories protected by

applicable laws.

**ONE Gas Foundation does not provide Volunteer Grants to:**

- Individuals or an organization that is not a charitable entity with 501(c)(3) tax-exempt status.
- A religious organization or faith-based programs except for those organizations that broadly support the community at large without requiring that their clients observe a specific faith.
- Organizations that discriminate on the basis of race, religion, color, sex, national origin, age, sexual orientation, gender identity or expression, disability, or military status or other categories protected by applicable laws.
- Political organizations, campaigns for public office or organization whose primary purpose is to influence legislations.

**Questions?**

If you have questions or need clarification on the details above, please contact the ONE Gas Foundation at [ONEGasFoundation@onegas.com](mailto:ONEGasFoundation@onegas.com).