



MATCHING GRANTS PROGRAM GUIDELINES

The ONEOK Matching Grants Program provides a dollar-for-dollar match of donations to eligible charitable organizations per donor per calendar year January 1 to December 31. Minimum match amount is \$25 and maximum total match annually is based on donor type. Donations are matched on any tax-deductible amount. All program questions should be sent to communityinvestments@oneok.com.

PARTICIPANT ELIGIBILITY:

Regular, full-time employee or part-time employee working at least 20 hours per week at ONEOK on the date the donation; ONEOK retirees and board of directors.

MATCH ELIGIBILITY:

Eligibility of a match is based on the donor type on the date of the donation. The maximum match total per calendar year can only be reached in one donor type category. If a total match amount of \$2,500 was not reached before an employee (donor) retired, then the donor can submit match requests until a maximum of \$2,500 is collectively met as an employee and retiree.

| Donor Type | Employee | Retiree | Board of Director |
|---------------------------------------|----------|---------|-------------------|
| Minimum match per donation | \$25 | \$25 | \$25 |
| Maximum match total per calendar year | \$10,000 | \$2,500 | \$10,000 |

CHARITABLE ORGANIZATION ELIGIBILITY:

- ❑ United States charitable organizations recognized by the Internal Revenue Service as a 501(c)(3) tax-exempt organization whose purpose is charitable or educational. If an organization is not a 501(c)(3) but its efforts are of a charitable nature, it can be nominated through ONEOK Gives Back for consideration or contact Community Investments with questions.
- ❑ Charitable organization must have operations and programming that serves communities within the United States (international not eligible).
- ❑ Accredited colleges, universities and technical schools to which donations are tax deductible under the United States Internal Revenue Code
- ❑ Accredited PreK-12 schools and school districts to which donations are tax deductible under the United States Internal Revenue Code

GRANT ELIBILITY:

Donations eligible to be matched by ONEOK must generally meet the following requirements:

- ❑ Tax-deductible donation to a charitable organization for use in supporting their mission (no third-party giving).
- ❑ Support must be directed to a charitable organization's activities within the United States. International giving will not be considered.
- ❑ Made directly and completely from the ONEOK employee's own assets to the eligible organization (no pooled funds collected from others).
- ❑ Paid in the current calendar year, not merely pledged. A matching grant cannot be used to satisfy a personal pledge (for instance, a pledge of \$1,000 cannot be satisfied by \$500 from the employee and \$500 from the ONEOK match).
- ❑ Paid via cash, check, debit/credit, or stock. Donations may also be made from an entity such as a personal foundation or donor advised fund if that entity has been solely funded by the eligible ONEOK participant. Please note that donations made from these types of entities will be matched directly to the recipient charitable organizations with documentation reflecting the actual donations. Donations made to such an entity cannot be matched.
- ❑ Additional donations to United Way for specific programs or projects above and beyond a pledge during the company's annual campaign.
- ❑ Tax deductible portion of a donation (i.e., allow booster club "donation" portion of donation amount to the university to be matched but not the actual cost of the tickets; table sponsorship minus the fair market value of the actual meal or other related benefits)

Donations NOT generally eligible to be matched by ONEOK:

- ❑ To entities, organizations or causes that are for profit, not deemed to be of a charitable nature, appropriate governance is not in order and/or includes a conflict of interest.
- ❑ That discharge a legal obligation of the employee or any other persons.
- ❑ To an organization or educational institution for the support of a specific individual.
- ❑ Bequests, insurance premiums, or donations made through entities such as a charitable remainder or lead trusts or charitable gift annuities.
- ❑ For organizations that require individuals to adhere to a specific religion; religious purposes or supporting religious activities including programs, proselytizing, mission trips, service attendance/collection/tithe/offering basket, and so on.
- ❑ Real estate, in-kind donations such as purchasing items to donate, personal or real property, other than securities, or the value of personal expertise. Non-monetary donations (such as services, materials, supplies, and so on).
- ❑ Made jointly by several individuals/group gifts; pooling funds to make one donation to an organization.
- ❑ To any secular or non-religious organization that has a written policy that unlawfully discriminates on the basis of race, color, sex, pregnancy, sexual orientation, age, religion, creed, national origin, gender identity, disability, military/veteran status, genetic information or other categories protected by applicable law.
- ❑ Any made as part of the annual United Way Campaign and/or paid via payroll deduction such as ONE Trust or special campaigns related to disaster relief, as those are matched automatically or through a separate program.

GRANT REQUEST PAYMENT SCHEDULE:

- ❑ Matching grants can be submitted through ONEOK Gives Back.
- ❑ Matching grants are paid monthly. Grants submitted by the 15th of the month with all the necessary information will be paid the following month. Requests submitted in December might not be paid until February of the following year.
- ❑ Donations made during the current calendar year must be submitted no later than February 15 of the following year to be eligible for a match.

ADMINISTRATIVE CONDITIONS

- ❑ ONEOK, Inc. reserves the right to verify the eligibility of any donation prior to paying a matching grant.
- ❑ The interpretation, application, and administration of the Matching Grants Program will be determined by ONEOK in its sole discretion and its decisions shall be final.
- ❑ ONEOK reserves the right to amend, modify, or discontinue the Matching Grants Program, in whole or part, at any time without notice.
- ❑ Marketable securities value will be the quoted fair market value on the date the donation was made to the recipient charitable nonprofit organization.