



ONEOK FOUNDATION GUIDELINES

MISSION:

To invest in programs that align with ONEOK values and enhance quality of life and economic well being in the communities where ONEOK operates and where our employees work and live; and create a positive environment in which to do business.

QUALIFYING ORGANIZATIONS:

- Arts and Culture
- Community Improvement
- Education
- Environmental
- Health & Human Services

Priority consideration is given to educational programs and health and human services organizations, particularly organizations with programs that help people gain skills for self-sufficiency.

QUALIFYING CRITERIA: Unless otherwise determined by the ONEOK Foundation Board of Directors, applicants should meet the following criteria:

- Charitable organization is exempt from federal income tax under section 501(c)(3) of the Internal Revenue Service Code.
- Charitable organization is in full compliance with all federal, state and local laws or regulations.
- Program or project addresses charitable community-related issues in the ONEOK operating areas and where our employees work and live.
- Foundation grants generally will not be given to private foundations.
- Foundation grants generally will not be given to tax-supported organizations.
- Foundation grants generally will not be made to organizations involved with the prevention of specific health diseases, such as cancer, diabetes, heart disease, etc.
- Foundation grants generally will not be given for fund-raising walks or runs that solely benefit a specific organization or cause.
- Foundation grants generally will not be given to religious groups and churches, except for programs or projects that benefit the broad community.
- Foundation grants generally will not be given to individual college preparatory schools or their foundations.
- Foundation grants generally will not be given to individual persons.
- Foundation grants will not be given to any secular or non-religious organization that has a written policy that discriminates on the basis of race, color, religion, gender, sexual orientation, gender identity, age, national origin, military status, veteran status, disability or any legally protected characteristic.

REQUEST SUBMISSIONS:

- Requests should be submitted online at www.oneok.com under about us>community investments.
- Grant requests for \$5,000 or less may be submitted any time and are reviewed upon receipt.
- Grant requests greater than \$5,000 are reviewed at quarterly meetings of the ONEOK Foundation Board of Directors. Board meetings are generally held the second week of March, June, September and December. For requests to be considered they must be submitted at least four weeks prior to the meeting.

INFORMATION REQUESTED FOR ONLINE APPLICATION:

- Proposal summary. Brief description of the program/project for which funding is being requested, including target population, number of people who will be served and desired impact.
- Amount of the request and total fundraising goal for the program/project.
- Organization's stated mission.
- Organization's annual budget and primary sources of funding.
- Organization's budget for specific program or project requesting support.
- Others who financially support the organization or specific program/project requested support and contribution levels.
- List of organization's board of directors and/or list of program/project committee members.
- Funding requests for capital campaigns should include confirmation that 100% of the Board of Directors of the organization has participated in the capital campaign.
- List of ONEOK employees involved with the organization.
- History of ONEOK contributions to the organization.
- A copy of organization's 501(c)(3) tax-exempt status determination from the IRS and W-9 form.