



Envision Bank Foundation Matching Gift Program

To encourage and support community involvement in markets Envision Bank serves and the areas our employees and colleagues work, the Envision Bank Foundation is introducing a robust Matching Gift Program to employees of Envision Bank, its subsidiaries and affiliates.

The Program provides matching funds to charitable organizations employees personally support either through financial contribution or volunteering time. To maximize the impact of our employee's charitable giving, Envision Bank matches, dollar for dollar, up to \$5,000 annually, individual donations made by eligible employees and Board members to any qualified non-profit organization of their choice.

Who is eligible to participate?

Active Envision Bank employees, with at least six months of service, who make a personal donation to a qualified non-profit organization. Retired Envision Bank employees are **not** eligible.

Members of Envision Bank's Board of Directors and the Envision Bank Foundation, including active and retired members, are eligible to participate.

Gifts made by anyone other than a qualified employee or Board member are **not** eligible for matching. However, a donation made by a Trust or self-directed foundation that is under the primary control of the eligible employee or Board member is eligible.

What types of organizations are eligible?

All eligible organizations must be recognized by the Internal Revenue Service as tax exempt and designated a public charity under Section 501(c)(3) of the IRS Code or as an instrumentality of a federal, state or local government as provided by Section 170(c)(1) of the Code.

Eligible organizations must have a presence within Envision Bank's geographical markets i.e., headquartered in or has a chapter in Connecticut, Massachusetts, New Hampshire or Rhode Island, and provide direct support to local communities and residents.

Eligible organizations include but are not limited to arts and cultural centers and museums, libraries, health and human service agencies, community-based social service, environmental organizations, colleges and universities, private and public elementary and secondary schools. Educational institutions must be accredited by a regional or professional accrediting agency.

Some secular community service programs sponsored by religious organizations, such shelters for the homeless and food pantries, are eligible.



Which gifts are not eligible?

Gifts made by a group of employees and/or other persons, represented as one gift. No collected or pooled funds.

Multiple Matching Gift Request Forms submitted by an individual employee for a specific team activity (e.g., walk-a-thons, marathons). For example, if two employees are fundraising for the **same event** as part of the **same team**, the Bank will match **only one** employee request.

Gifts that are not wholly charitable contributions, i.e., made without expectation of personal benefit to employee, employee's family, or anyone designated by employee. Examples include tickets to charitable events where food is served or the purchase of a raffle item that benefits a non-profit.

Gifts that result in employee or a family member receiving a benefit (e.g., sporting event tickets, club dues, membership fees, etc.).

Gifts to organizations where the employee or Director have a vested financial interest i.e., the employee is receiving monetary compensation or a material benefit. If the employee is simply a member of the non-profit's Board and has no personal interest/financial investment, such employee is eligible to participate in the Program.

Any gifts in lieu of payment of tuition or medical bills; dues or any annual commitment that is not a 100% donation; subscription fees for tickets or publications; insurance premiums; bequests of life income trust arrangements; or gifts of real or personal property (or any part of above).

Gifts to houses of worship (e.g., churches, synagogues, etc.), or programs aimed at propagating a particular faith or creed, or programs that are otherwise religious. Some gifts may be matched if made to institutions affiliated with houses of worship that provide a service to community members regardless of religious beliefs.

Gifts to political organizations that include parties, committees, associations, funds, and any other organization that are influencing or attempting to influence the selection, nomination election or appointment of an individual to a political office.

Gifts to organizations that discriminate with respect to membership and/or the delivery of services or use of facilities.

Gifts to groups that have been identified as unacceptable in Envision Bank's judgment.

What are the Program's guidelines?

Gifts of \$25 or more will be matched on a one-to-one basis up to an annual maximum of \$5,000 per employee. Additionally, Envision Bank will match funds raised by an employee participating in fundraising events (e.g., walks, bike rides, marathons).

Gifts must be personal contributions made directly to eligible organizations. Gifts may be in the form of credit card, check, or transferable investment and evidence of payment must be presented with all Matching Gift request forms. Charitable installments can only be matched for each individual submission.

There is no maximum on the number of requests an employee may submit for a charitable match.



Do volunteer hours count as donations?

Yes. For every hour an employee volunteers with a qualified non-profit (as detailed above), Envision Bank will donate \$25 to the organization. There are no minimum hours required but subject to program limits.

Volunteer hours must be verified by the non-profit to be eligible for donation.

Participation on the board of a non-profit organization is not eligible for the volunteer hours donation.

How do I submit a request to support an eligible organization?

It's easy. Simply complete a Matching Gift Program [Donor Form](#), located at envisionbankfoundation.com. Once completed, the form will be submitted directly to the Program administrator.

Upon receipt, the Program administrator verifies that the employee's request is eligible under program guidelines, including the eligibility of organization.

Matching Gift Program Request Forms are processed quarterly and will be sent to directly to recipient organization.

Gifts requests **must be received by program administrator no later than December 1 to be allocated to the employee's current year matching gift limit.** All applications received after December 1 will be charged to the employee's limit for the following year.

Gifts must be submitted within one year of the date of payment by credit card, cash or check. Gifts submitted after that time will not be eligible.