

## Additions & Updates to our Approved Charities List and Application for Funding Guidelines

Thank you for your interest in Sempra Employee Giving Network, a 501(c)(3) non-profit organization run by and for the employees of Sempra Energy. To be added to the database of charities available to our employees to support through payroll deductions, apply on-line at [www.smartchange.org](http://www.smartchange.org) where you'll also be able to update your organization's information and even upload your logo.

We're proud of the long-standing commitment of our employees to community involvement. Collectively, we work hard all year long to raise and donate money and volunteer our time to help organizations in need.

To better evaluate the needs in communities, we've established employee advisory councils to review requests for funding. Through these councils, we support health and human services programs throughout communities where our employees work and live. Councils review opportunities throughout the year and make decisions on a monthly basis. We've also established eligibility and giving guidelines to help guide our giving decisions.

After reviewing the guidelines below, if you believe your non-profit organization has a program that fits our criteria, we invite you to submit an Application For Funding request, online at [www.sempraemployeegiving.org](http://www.sempraemployeegiving.org)

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### ORGANIZATION ELIGIBILITY

To be considered for funding from our Sempra Employee Giving Network Council Funds, qualifying organizations must:

1. Be a tax exempt 501(c)(3) organization (proof of tax exempt status **must** be provided)
2. Provide a budget, including sources of funding and all expenses

### PROGRAM SUPPORT GUIDELINES

#### Preferences:

We prefer to:

- Make contributions to organizations in the areas of health and human services and, on occasion, may choose to contribute to programs that promote public safety and the environment.
- Fund specific programs, projects, services or events that help people or organizations in need.

#### Restrictions & Exclusions:

We generally exclude requests that benefit:

- Individuals
- Endowment funds
- Private foundations, United Way or other federated campaigns
- Programs or activities that are discriminatory based upon age, gender, sexual orientation, marital status, physical or mental disabilities, race, color, religion, national origin or ancestry, or political affiliation.

We generally do not provide funds for:

- General operating support
- Travel, loans or loan guarantees, or liquidation costs
- Capital or construction campaigns
- Furniture, fixtures, carpeting, appliances or other such equipment
- Gas or electricity costs
- Multi-year commitments
- Special events that provide extensive benefits
- Arts and cultural organizations; educational institutions; business, civic or trade groups

Sempra Employee Giving Network requires funding be used within one year of receipt. Agencies are requested to provide information on how the contribution was used and submit any support materials. Complete our Application for Funding, online: [www.SempraEmployeeGiving.org](http://www.SempraEmployeeGiving.org)

If you have questions or need additional information, please contact us.