



Charitable Giving Guidelines

Charitable Mission

Keyes Corporate Giving is interested in supporting the communities in which we work and live in by strengthening the essential components of the infrastructure that contribute to the quality of life: education, children, healthcare, and homes.

Categories of Interest

- Education
- Children
- Health & Safety
- Community Development

Guidelines

- The Keyes Company supports programs, initiatives, and organizations that will benefit the communities where The Keyes Company employees live and work. The Keyes Company supports the communities where Keyes offices are located.
- Grants are awarded only to nonprofit organizations with tax-exempt status under section 501(c)(3) of the Internal Revenue Service code. In addition, public entities such as schools and parks may be considered.
- Grant checks will be written directly to the nonprofit, and are not for reimbursement purposes.
- Keyes Cares is willing to consider matching funds programs up to \$500.

The Foundation Will Not Support:

- Individuals or groups acting on behalf of individuals
- Organizations that discriminate on the basis of race, color, creed, national origin or gender
- Political organizations

Post-Event Requirements

- A brief report must be submitted describing the event and the way in which Keyes was represented. (numbers of attendees, visible presence of Keyes people and/or promotional material, etc.)
- Submit photos of the event, particularly of Keyes people and promotional material. These may be posted on the Keyes web site, so be sure to have photos which include Keyes personnel only.

Submit To:

Scott Cabrera
Director of Philanthropy
305-779-1997
Scottcabrera@keyes.com

The Keyes Company
2121 SW 3rd Ave
Suite 601
Miami, FL 33129



Charitable Giving Procedures

Procedure for Submitting an Individual Request

- Review the Charitable Giving Guidelines.
- Receive approval from office manager.
- Submit the Keyes Cares Charitable Giving Matching Request, to include the following, in a timely manner, to the Director of Philanthropy.
 - Information regarding the event and/or charitable organization.
 - Designate who will “champion” this event on behalf of Keyes.
 - Describe the “champion’s” involvement with the event and/or organization.

Procedure for Submitting a Request for Office-wide Participation

- Review the Charitable Giving Guidelines.
- Receive approval from office manager to submit for Corporate consideration.
- Submit the Keyes Cares Charitable Giving Matching Request, to include the following, in a timely manner, to the Director of Philanthropy.
 - Information regarding the event and/or charitable organization.
 - Designate who will “champion” this event on behalf of Keyes.
 - Describe the “champion’s” involvement with the event and/or organization.
 - Describe the desired level of participation requested of Keyes Corporate.

Procedure for Submitting Request for Regional Participation

- Review the Charitable Giving Guidelines.
- Receive approval from office manager and regional manager to submit for Corporate consideration.
- Submit the Keyes Cares Charitable Giving Matching Request, to include the following, in a timely manner, to the Director of Philanthropy.
 - Information regarding the event and/or charitable organization.
 - Designate who will “champion” this event on behalf of Keyes.
 - Describe the “champion’s” involvement with the event and/or organization.
 - Describe the desired level of participation requested of Keyes Corporate.

Procedure for Submitting Request for Company-wide Participation

- Review the Charitable Giving Guidelines.
- Receive approval from office manager to submit for Corporate consideration.
- Submit the Keyes Cares Charitable Giving Matching Request, to include the following, in a timely manner, to the Director of Philanthropy.
 - Information regarding the event and/or charitable organization.
 - Designate who will “champion” this event on behalf of Keyes.
 - Describe the “champion’s” involvement with the event and/or organization.
 - Describe the desired level of participation requested of Keyes Corporate.
 - Describe the level of participation from other partnering organizations.



Charitable Giving Matching Request

Please read the Charitable Giving Guidelines and Complete this Form.

"Champion" / Donor Name: _____

- Email:
- Phone:
- Office:
- Manager:

Name of Recipient Organization: _____

- Federal Tax Number (EIN):
Please provide a W-9 if possible

Address: _____

City: _____ State: _____ Zip: _____

- Contact Name:
- Email:
- Telephone:
- Website:
- Date of Gift:
- Describe your participation with this organization:
- Requested Matching (up to \$500):
- Are there other associates participating in this event?:
- Date Needed (please allow up to 4 weeks to process):

Please Check One Of The Following:

- ___ The above organization holds 501 (c) (3) status in its own name.
- ___ The above organization is part of a group, which is covered by a 501 (c) (3) letter. The group number is _____.
- ___ The above organization is a government agency (public school) and does not need 501 (c) (3) status.

- I have read the guidelines and believe this to be a qualified contribution under the Keyes Cares Charitable Guidelines. I also certify that this gift is made entirely from my own personal assets and that it is not in whole or part the gift of others made through me. Further, I certify that neither my gift nor the company's matching contribution will be used to pay for tuition, fees or dues.



Charitable Giving Matching Request

Please read the Charitable Giving Guidelines and complete this form.

Signature: _____ Date: _____

Manager Approval: _____

Submit Completed Form To:

■ **Scott Cabrera**
Director of Philanthropy
scottcabrera@keyes.com
305-779-1997

■ **Address**
2121 SW 3rd Ave
Suite 601
Miami, FL 33129