



**Part B – To be completed by the nonprofit organization where you volunteered** (Please print or type.)

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Contact name \_\_\_\_\_ Title \_\_\_\_\_

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Legal name of organization - 501(c)(3) name designation \_\_\_\_\_ Employer ID number \_\_\_\_\_

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Mailing address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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Phone number \_\_\_\_\_ Email address \_\_\_\_\_

Brief description of organization’s purpose, mission and/or services provided:

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How many hours has this volunteer served in the last year? \_\_\_\_\_

During the following period of time:  
\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Is this volunteer a member of your Board? Yes  No

Has this organization received DTE Energy Foundation funding in the past?  Yes  No

I certify that the above volunteer service has been received and that the grant will be used to support the primary objectives of this organization which is classified as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code.

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Signature of Authorized Officer \_\_\_\_\_ Date \_\_\_\_\_

# Walter J. McCarthy Volunteer Leadership Grant Program Individual Award

## **Purpose of the program:**

DTE Energy consistently takes a leadership role in strengthening the fabric of our communities. In fact, volunteerism is a long-honored tradition among the employees of DTE Energy. This proud heritage of employee volunteerism is part of our corporate culture. We have the power to make a difference. Serving on the Board of a nonprofit organization is a significant commitment. Board members are responsible for determining the organization's mission, selection of the CEO, ensure adequate financial resources and ethical integrity.

The purpose of this program is to recognize employees who volunteer in their communities and to support their involvement with nonprofit organizations.

## **Individual Award Program Guidelines:**

Through the Walter J. McCarthy Volunteer Leadership Grant Program, the DTE Energy Foundation awards up to \$1,000 on behalf of its employees and retirees who volunteer personal time with eligible nonprofit organizations in Michigan.

Most awards will be made in the amount of **\$500**. However, if the employee has taken on fiscal and fiduciary responsibilities as a member of the organization's Board, they are eligible to receive a larger grant of **\$1,000**.

**Employees** must volunteer a minimum of **40 hours per year** at an eligible nonprofit 501(c)(3) organization. Each employee is eligible for one individual grant award per calendar year.

**Retirees** must volunteer a minimum of **80 hours per year** at an eligible nonprofit 501(c)(3) organization. Each retiree is eligible for one individual grant award per calendar year.

## **Eligible Organizations:**

DTE Energy Foundation will provide grants to qualified organizations with Internal Revenue Service (IRS) 501(c)(3) status where an employee or retiree volunteers personal time. The organization must be located within Michigan.

Each organization may receive a maximum of \$5,000 per calendar year of Walter J. McCarthy Volunteer Leadership Grants.

## **Ineligible Organizations**

Organizations not eligible for Volunteer Leadership Grants include:

- Any **non-IRS** 501(c)(3) organization
- Religious organizations for religious (denominational) purposes
- Veterans, fraternal, recreational or social associations (such as college alumni associations or recreational clubs)
- Professional associations (such as chambers of commerce, and the American Society of Engineers)
- Political organizations
- Those that discriminate based on sex, race or religion

## **Ineligible Volunteer Services**

- Volunteer service that directly benefits eligible participants and/or their families
- Volunteer service performed by family members of the employee
- Volunteer service performed during company sponsored events
- Volunteer service performed at religious organizations except for when the activity is non-sectarian and for the benefit of the community at-large like a soup kitchen or shelter

**Application Process:**

Employee/retiree completes Part A of the application and sends it to the organization for verification.

Director of the nonprofit organization or the principal of the school where you volunteer completes Part B and verifies your volunteer activity within a 12-month period. The organization leader sends the signed form to DTE Energy Foundation, One Energy Plaza, 1578 WCB, Detroit, MI 48226 along with a copy of the IRS 501(c)(3) letter of determination as well as a copy of your mission statement.

Volunteer Leadership grants are processed quarterly.

Eligible requests are processed and granted to organizations on the following quarterly schedule:

Received by:	April 1;	July 1;	October 1;	January 1
Processed by:	April 30;	July 31;	October 31;	January 31

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The DTE Energy Foundation contribution will be sent directly to the nonprofit agency.

DTE Energy Foundation reserves the right to make final determination of eligibility.

DTE Energy Foundation reserves the right to discontinue this program at anytime.

Mail completed application to:  
DTE Energy Foundation  
One Energy Plaza, 1578 WCB  
Detroit, MI 48226