

# INTERNATIONAL PAPER COMPANY FOUNDATION GRANT GUIDELINES Effective 2017

## About the International Paper Foundation

The International Paper Foundation is the philanthropic arm of International Paper and is one of the ways we strive to reach our company vision to be among the most successful, sustainable and responsible companies in the world. Since its inception in 1952, the Foundation has provided millions in grants to 501(c)(3) nonprofit organizations to help meet critical needs in the communities where our employees live and work.

Our giving vision is dedicated to being a force for good in our communities and making people's lives better by being responsible employers, neighbors, and environmental stewards.

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## ELIGIBILITY

The IP Foundation provides grants to nonprofit charitable organizations classified under Section **501(c)(3)** of the United States Internal Revenue Service Code. Organizations must be classified as public charities under Internal Revenue Code section 509(a)(1), (2) or (3), or exempt operating foundations. International Paper Foundation does not support private foundations. Certain municipal, county, state and federal entities (such as a school district or fire department), are eligible if a fiscal conduit letter from an affiliated tax-exempt organization (such as a school district or municipality) is attached to the online application. The letter must state that the affiliated tax-exempt organization will disperse Foundation funds for use on the approved project as the Foundation directs. Sample letters are included in the application.

We provide the majority of our grants to the communities where we have operations. If your organization does not have an International Paper location in the community, you can contact [IPFoundation@ipaper.com](mailto:IPFoundation@ipaper.com) for more information.

**To apply for an International Paper Foundation grant, please review the grant guidelines below and visit [www.ipgiving.com](http://www.ipgiving.com) to submit your request via the online grant application.**

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## INTERNATIONAL PAPER SIGNATURE CAUSES

Beginning in 2017, most of the Foundation's grants will support projects or programs focused on our Signature Causes – children's education, hunger and health & wellness, and disaster relief.

As described below, the Foundation will also provide limited grant support for other critical needs in the communities where our employees live and work, for organizations where our employees actively volunteer, and for critical community environmental needs.

### ***Children's Education***

We are looking for local, regional and national partners to support projects and programs that improve educational opportunities for children. Literacy, particularly from birth through 3<sup>rd</sup>

grade, will continue to be a major priority of the Foundation because it forms the basis for all childhood learning.

### ***Children's Hunger***

No child should go to bed hungry, and a hungry child cannot learn and grow to reach his or her full potential. We are looking for local, regional and national partners to support hunger programs for children and families in the communities where our employees live and work – organizations that have proven results providing meals, access to healthy foods, or other hunger-alleviating programs.

### ***Health & Wellness***

We are looking for local, regional and national partners that provide projects or programs that increase the general health and wellness of children. Ideally, programs will empower people, employ creative responses to problems, address root causes rather than symptoms, or offer measurable improvements in health and wellness.

### ***Disaster Relief***

The Foundation will support programs that save lives, reduce suffering, or help communities recover from a natural disaster. Examples could include:

- Disaster preparedness efforts to help communities plan and prepare for future disasters
- Emergency grants to organizations helping communities impacted by a natural disaster
- Community recovery grants to organizations supporting clean-up and repair efforts in situations where other organizations have already addressed immediate needs.

**Limited Foundation funds are available in the following areas:**

### ***Critical Community Needs***

All communities are different. A critical need in one community may not be a critical need in a different community. International Paper personnel at facilities located throughout the United States are in the best position to know local needs, and are tasked by the Foundation with ensuring that grants are allocated based on the most critical of needs. A project or program does not necessarily need to benefit the community at large, but it should impact an underserved sector of the population or a critical need. Examples might include an English-language program in a predominately Hispanic community, or a program building wheelchair ramps in a community with a large disabled or elderly population.

### ***Significant Environmental Needs***

At International Paper, our entire business depends upon the sustainability of forests. We will continue to lead the world in responsible forest stewardship to ensure healthy and productive forest ecosystems for generations to come. We also continue to find ways to reduce our environmental footprint. The IP Foundation will bolster this commitment to providing grants to organizations working on forest, water and air issues.

### ***Employee Involvement***

The International Paper Foundation endorses employees' community involvement efforts by considering grant applications from charitable organizations supported by our employees. Organizations that are supported by full-time employees who either serve on the entity's Board of Directors or who have been supporting the organization for at least six months are eligible to apply for Foundation funding.

## RESTRICTIONS

The Foundation generally does not provide funds for:

- Individuals
- Salaries, stipends and other forms of compensation. Limited funding for temporary labor may be available if the organization's mission falls within one of the Foundation's Signature Causes and if the temporary labor is critical to the funded project.
- Mortgage, rent or utilities
- Academic scholarships
- Endowments
- Capital expenses (building funds, real estate purchases, equipment, etc.). Limited funding for equipment may be available if the organization's mission falls within one of the Foundation's Signature Causes, and the equipment is critical to the funded project.
- Veterans, labor groups, religious, political groups or organizations that have as their primary purpose attempting to influence legislation
- Organizations that discriminate on the basis age, color, disability, ethnicity, gender, gender identity, military or veteran status, national origin, race, sexual orientation, religious belief or any other classification protected by law.
- Grants to primarily benefit employees or families of International Paper, or to pay for services, subscriptions, tuition, or memberships
- Sponsorships or advertising
- Team sponsorships or athletic scholarships
- More than 20 percent of a charitable organization's total income
- Multi-year commitments (except in special circumstances approved by the Foundation Board of Directors)
- Travel or lodging for groups or individuals

## APPLYING FOR A GRANT: PROCESS & PROCEDURES

All grant requests must be submitted to the nearest IP facility via the online grant application available at [www.ipgiving.com](http://www.ipgiving.com). If the IP facility in your area is not listed in the drop down list provided in the online eligibility quiz, contact the IP Foundation ambassador at the IP facility nearest you for invitation code. For a map of our operations in the U.S., click on "Locations" at [internationalpaper.com](http://internationalpaper.com).

**Grant Application Deadlines:** Deadlines vary by IP location – contact the IP Foundation ambassador at the IP facility nearest you to learn more about deadlines applicable to your area. Many IP facilities have several deadlines throughout the year with the final deadline of the year falling in mid-September. For these facilities, grant decisions are made throughout the year.

Every grant is subject to a minimum of three levels of review, as depicted in the graphic below. You will be notified by automatic email when your application has been properly submitted. Your local IP Foundation ambassador will notify you of the final decision.

