
CIS GROUP, LLC CORPORATE DONATIONS POLICY AND APPLICATION

STRATEGIC OBJECTIVES FOR DONATIONS:

- To positively impact & strengthen the lives of the people within our community who have been identified with particular needs
- To encourage our community in the growth and development of people who have demonstrated a desire to assist others in need.
- To develop a sense of corporate responsibility among our employees.

FUNDING PRIORITIES:

- Organizations that support children and young people that have medical, financial, or social needs
- Educational institutions that develop a sense of awareness among their students to recognize those in their communities who may be less fortunate
- Charities involved in local community
- Other organizations in need as determined by CIS Group's philanthropy management team

CIS Group will only support donations to qualified public charities or private operating foundations. CIS Group will favor organizations whose:

- Programs or activities are based in the Dallas/Fort Worth area
- Missions are deemed suitable by CIS Group's philanthropy management team

The company will not support the following:

- Organizations without 501© (3) and 509 (a) status
- Individuals
- Travel by groups
- Social, labor, veterans, or fraternal organizations serving a limited constituency
- Political causes, candidates or legislative lobbying efforts
- Religious organizations where the donation would be used solely for religious purposes

CIS Group receives many more requests for funding than the company can support. A decision to decline a request does not imply that the applicant's program is not needed or valued, but simply that it does not fall within our giving guidelines or priorities, or that the funds are not available.

CIS Group will also donate volunteer time by its employees.

PROPOSAL REVIEW PROCESS:

CIS Group's philanthropy team accepts solicitations on an on-going basis and as such, organizations may apply for funding at any time. The following steps will be taken upon receipt of application:

- The Philanthropy Management Team will review and approve applications
- Requests over \$10,000 must be approved by our legal team and our CEO
- When the review process is complete, which will generally take 12 weeks, we will notify the organization of our decision

TO APPLY:

Print the application provided here, complete and send to CIS Group, LLC at the address below. The following information must be included in your application:

- Your organization's mission statement
- Objectives for funding/use of product
- Amount of donation requested

MAILING ADDRESS:

CIS Group, LLC
Attention: Andrea Harness
8260 Precinct Line Road
North Richland Hills, TX 76182

CIS GROUP APPLICATION FOR DONATIONS

ORGANIZATION INFORMATION

Legal Name of Organization: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone: _____

Fax: _____

Tax Status: _____

Tax ID: _____

ORGANIZATION'S MISSION:

(Please outline the mission of your organization)

How long has your organization operated in this community?

Is your organization a public agency/unit of a government or religious institution?
(Yes does not necessarily preclude your organization from receiving a donation. CIS Group does not discriminate on the basis of religion or other status protected by federal, state or local law.)

Yes No

*If yes, sign here to indicate you agree that this donation, if granted, will not be used for political or religious purposes.
(For PDF form, simply type your name.)*

Signed _____

Dated _____

Please provide an outline of the project for which you are soliciting donations – or – please provide proposed use of donation (capital campaign, operating budget or special project)

Who will benefit from the project/donation?:

INDIVIDUAL CONTACT INFORMATION

Name of Contact Person: _____

Title: _____

Phone Number: _____

Email address: _____

Authorization Signature: _____