



Corporate Giving Program Guidelines

At New Jersey American Water, we're committed to being a good corporate citizen and a good neighbor in the communities where we live and work. Through our community investment programs, and the efforts of New Jersey American Water employees, we partner with our communities to make a difference in the lives of others. Whether it's educating communities on conserving one of earth's most precious natural resources, funding environmental stewardship projects or helping to meet the needs of local organizations, we believe in the power of people to make a difference.

Focused Community Investment

New Jersey American Water invests its resources in innovative programs that serve diverse populations and align with our core business of water and wastewater services. These include the following core focus areas:

- **Water and the Environment** - Innovative, community-based environmental projects that improve, restore or protect our watersheds and our communities' surface and groundwater
- **Water and Healthy Living** - Efforts that contribute to healthy communities by promoting access to safe water and sanitation, educating customers on the health benefits of water and encouraging good hygiene practices.
- **Environmental Education** - Educational programs which provide information about water conservation, water and wastewater treatment, the water cycle, watershed protection and the environment.
- **Community Sustainability** - Projects that meet a definitive, sustainable community need, preferably aligned with New Jersey American Water's core business, and which enrich the lives of the residents who live and work in the communities we serve.

Who Does New Jersey American Water Fund Through This Program?

New Jersey American Water is limited in the number of donations we can award. Therefore, we generally support only charitable organizations that hold current tax-exempt status under Section 501(c)(3) of the Internal Revenue Code. New Jersey American Water's corporate giving program currently does not make contributions to:

- Specific schools or programs associated with specific schools
- General academic scholarships
- Individuals
- Religious organizations (unless the request is for a program offered to the public on a non-discriminatory basis and without regard to the recipient's religious affiliation)
- Endowments
- Political or partisan organizations or events
- Tickets for raffles, contests or other activities with prizes
- Bottled water or the purchase of bottled water
- Debt-reduction campaigns

Successful Donation Applications

The most successful donation applications:

- Fund organizations or projects in New Jersey American Water's service areas
- Link a program to New Jersey American Water's community giving focus areas
 - Water and the Environment
 - Water and Healthy Living
 - Environmental Education
 - Community Sustainability
- Fund specific programs as opposed to general operating expenses
- Address a demonstrated community need
- Provide an opportunity for New Jersey American employees to volunteer in the community
- Provide the recipient and New Jersey American Water with recognition in the community

Underserved Communities

New Jersey American Water's goal is that a portion of the company's total donation dollars are invested in underserved communities. In general, these include:

- Low income communities
- Senior citizens
- Persons with disabilities

Types of Support

New Jersey American Water invests in the communities where we live and work in several ways. The types of support the company offers include financial grants, in-kind donations of property or materials, and volunteer labor including temporary help and board member service. Although there are exceptions, the company typically invests in our previously mentioned donation focus areas. **New Jersey American Water does not bottle water nor provide donations of bottled water.**

Who Decides?

Requests for projects within a particular city or county are submitted or referred to local New Jersey American Water service district offices or headquarters for consideration. Employee committees make state and local funding decisions.

How Much?

The majority of New Jersey American Water's donations are under \$1,000. Although there are exceptions, New Jersey American Water typically does not consider mutli-year funding requests. Unless previously agreed upon, organizations must submit a new request for funding on an annual basis.

Under certain circumstances, New Jersey American Water may contribute surplus property such as furniture, office supplies or other miscellaneous items. However, New Jersey American Water does not consider requests for vehicle donation. New Jersey American Water is prohibited from donating or reducing the cost of water and/or wastewater services by law.

Timing of Donation Request Processing

New Jersey American Water's contributions program is funded through the calendar year. Although the company reserves the right to consider requests at any time, donation proposals are typically reviewed the last week of every month. *Requests must be received by the 10th of the*

month for consideration during that month's review. Our goal is to respond to proposals within one month.

Non-Discrimination Practices

New Jersey American Water will not fund organizations that, in their by-laws, policies or practices, discriminate on any basis prohibited by applicable law. Additionally, New Jersey American Water will not fund organizations that are not compatible with company-wide policies and practices pertaining to discrimination.

Charitable Purposes

Donations may be used only for charitable purposes and must not be used to promote or oppose any candidate or ballot measure, to advocate any legislative or administrative action, or to personally benefit or compensate any elected official.

Legal Compliance

Applicants must be, and remain, in compliance with federal, state, and local laws, rules, and regulations.

Donation Requirements

1. Organizations should determine whether their organization and the funding they seek meet the requirements described in "Who Do We Fund."
2. Organizations that have received a 501(c)(3) designation or who are government agencies (including public schools) are eligible for New Jersey American Water donation funding.
3. Applicants may submit requests in any form, including letters, proposals or through our online community giving application form. Requests should include detailed information on how the donation will be used, the organizational or community need it will fulfill, the community or communities served by New Jersey American Water that the donation would benefit and the organization's contact information.
4. All applicants are required to submit a W-9 along with the donation request.

For questions about completing the application, or for other questions about the company's corporate giving program, please contact your local external affairs representative (see below).

External Affairs Specialist: Chelsea Simkins Chelsea.simkins@amwater.com

New Jersey American Water and its sister companies have refined their corporate giving practices to align with and support the companies' core businesses (water and wastewater) and maximize program effectiveness. Should you have further questions, please contact Chelsea Simkins at Chelsea.simkins@amwater.com.

