GRANTMAKING GUIDELINES

OUR GRANTMAKING FOCUS

For more than 150 years, Guardian has strived to positively impact the quality of life in communities where our employees and their families live and work.

In response to the needs of the communities where our offices are located – New York City; Bethlehem, Pennsylvania; Spokane, Washington; and Appleton, Wisconsin – we have focused our corporate philanthropic program on the critically important field of Affordable and Supportive Housing.

Through this philanthropic focus, Guardian seeks to help communities achieve greater security by ensuring access to stable and affordable housing. Without the security of a home, better tomorrows cannot be built.

The affordable housing field encompasses a wide array of programs and services. Guardian will support non-profit organizations that address a wide array of affordable housing initiatives in the following areas:

- Counseling people in need of housing
- Addressing the housing and supportive service needs of special populations, such as the victims of domestic violence or the formerly homeless
- Renovating existing housing
- Building new housing
- Advocacy and public policy
- Community development strategies

LIMITATIONS

Since Guardian receives many more requests than it is able to support, we have established parameters to help us prioritize our funding efforts. Consequently, Guardian does not provide funding for:

- Individuals
- Research projects
- Endowments
- Travel

- Organizations without tax-exempt status under section 501(c)(3) of the U.S. Internal Revenue Service Tax Code
- Social, labor, veterans, alumni or fraternal organizations serving a limited constituency
- Political causes, candidates or legislative lobbying efforts
- Advertising or marketing activities
- Capital campaigns
- Religious organizations such as churches and synagogues (except if their outreach programs are offered to the general population and they have established a separate 501(c)(3) organization to operate the programs)

CRITERIA FOR PROPOSAL REVIEW AND SELECTION

In evaluating requests for support, we look for established, high-quality programs and organizations that provide direct housing services to those in need, or that work to create or improve policies that affect the availability of affordable housing. Funding decisions are based on, but not limited to, the following factors:

- **Location of organization** – must be in a Guardian operating community (New York City; Bethlehem, Pennsylvania; Spokane, Washington; and Appleton, Wisconsin)
- **Organizational capacity,** including a history of addressing affordable housing issues in the community. Organizations to be supported must have been in existence and working in the affordable housing field for at least five years
- **Fit** between community needs and the services to be offered
- **Program outcomes**, including expected measurable impact/outcomes and system for measurement
- **Clear and feasible program budget**, including demonstrated ability to raise money from other sources.

HOW TO APPLY FOR SUPPORT

Guardian limits its support to nonprofit organizations focused on affordable housing that are located in our four operating communities.

Organizations interested in applying for a grant should submit <u>two copies</u> of the Guardian Life Insurance Company Affordable Housing Grant Application along with <u>two copies</u> of each of the following required attachments. Incomplete applications will not be considered.

- Attachment 1 – Coversheet Checklist
- Attachment 2 – Grant Application
- Attachment 3 – List of other funders
- Attachment 4 – Copy of IRS 501(c)(3) letter
- Attachment 5 – Copy of three (3) most recent years' IRS Form 990
- Attachment 6 – Copy of audited financial statements for three (3) years
- Attachment 7 – Total Annual Operating Budget
- Attachment 8 – Board of Directors, including their affiliations
- Attachment 9 – Resumes or background statements of executive director & key program staff
- Attachment 10 – Most recent annual report (if available)

For organizations that are located in the New York Metropolitan Area, please send completed proposals and all attachments to:

Karen L. Olvany
Assistant Corporate Secretary
The Guardian Life Insurance Company
7 Hanover Square, H27-A
New York, NY 10004-2616

For organizations that are located in the Bethlehem, PA region, please send completed proposals and all attachments to:

Karen Warg
Director, Human Resources NRO
The Guardian Life Insurance Company
Northeast Regional Office
P.O. Box 26250
Lehigh Valley, PA 18002-6250

For organizations that are located in the Appleton, WI, region please send completed proposals and all attachments to:

Andrea Miller
Manager, Human Resources MRO
The Guardian Life Insurance Company
2300 E. Capitol Drive, A1-A
PO Box 8011
Appleton, WI 54912

For organizations that are located in the Spokane, WA, region please send completed proposals and all attachments to:

Gloria L. Loeffler
Manager, Human Resources WRO
The Guardian Life Insurance Company
777 East Magnesium Road, 2-A
Spokane, WA 99208

For additional information on Guardian's commitment to corporate citizenship, please visit our website at www.GuardianLife.com/companyinfo.