Guide to Care Force grants

Care Force

What types of grants are there and who can apply for them?

Any employee, retiree or long term contractor *(working a year or more at a DTE Energy facility)*, who has worked in a community where DTE Energy maintains a business presence, is eligible to apply for any of four available volunteerism grants. Below is a brief description of the type of grants you can apply for.

Grant quick facts:

- *Dollars for Doers:
  - ~ Award Amount: $100
  - ~ Employees must volunteer a minimum of 20 hours per year at an eligible 501(c)(3) organization.
  - ~ **Once 20 hours have been logged, a $100 grant award will automatically be issued** at the end of the quarter in the form of a virtual "CauseCard." The employee can allocate the entire $100 CauseCard to support any (1) 501(c)(3) organization of their choosing. The CauseCard cannot be split amongst multiple 501(c)3 organizations.
  - ~ Once you have identified a 501 (C)(3) organization to benefit from your $100 CauseCard and allocated the card for that organization, the award dollars will be processed at the end of the respective month.
  - ~ Each employee is only eligible for **one** CauseCard grant award **per year**.
  - ~ The virtual card must be used within 90 days of receipt or it will be cancelled and not re-issued.

- *McCarthy Individual Award:
  - ~ Award Amount: $500
  - ~ Employees must volunteer a minimum of 40 hours per year at an eligible 501(c)(3) organization
  - ~ Retirees must volunteer a minimum of 80 hours per year at an eligible 501(c)(3) organization
  - ~ Only one grant per nonprofit organization per year
  - ~ Employees can only apply for one individual or board service award per calendar year

- *McCarthy Board Service Award:
  - ~ Award Amount: $1,000
  - ~ Employees must volunteer a minimum of 40 hours per year at an eligible 501(c)(3) organization
  - ~ Retirees must volunteer a minimum of 80 hours per year at an eligible 501(c)(3) organization
  - ~ Only one grant per nonprofit organization per year
  - ~ Employees can only apply for one board service or individual award per calendar year

- *McCarthy Team Grant Award:
  - ~ Award Amount: $500
  - ~ A team leader can submit a maximum of three team grant requests per calendar year
  - ~ A team must have a minimum of five employee and/or retiree members
  - ~ All team members and event date must be listed on the grant application in the yellow additional notes section or the grant will be denied
  - ~ Each submitted team grant application must be for a different team event

Please see below for the Walter J. McCarthy Award Information for full guidelines. These same guidelines also apply to the Dollars for Doers grant application
NOTE: You can only apply for a grant in the same year as you performed your volunteer service. Volunteer hours cannot be carried over multiple years.

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How to qualify for a grant

To submit the grant, you must first log the required volunteered hours needed to qualify for a grant *(see the* Grant Quick Facts *on page 1.)* Once you've fulfilled your requirement, follow the instructions below. *Note: You can only apply for a grant in the same year as you performed your volunteer service. Volunteer hours cannot be carried over multiple years.*

Examples of volunteer and team activities include:

• Governing or advisory board member
• Local school board member
• P.T.O. officer
• Tutor Mentor
• Environmental Stewardship *(tree plantings, shoreline clean-up, etc.)*
• Boy Scouts/Girl Scouts Troop Leader
• Youth Athletics Coach
• Animal Rescue/Rehab
• Senior Services *(home repair, transportation, etc.)*

A team of employees or retirees that participate together:

• walk-a-thons
• bowl-a-thons
• income tax preparation
• food delivery to the elderly
• home building/rehab

Applications and process

Volunteer grants are processed monthly and issued 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

• 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. The Foundation also reserves the right to discontinue this program at any time.

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Walter J. McCarthy Volunteer Leadership Grant program

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. DTE Energy consistently takes a leadership role in strengthening the fabric of the communities it serves. The purpose of this program is to recognize employees who volunteer in their communities and to support their involvement with nonprofit organizations.

Walter J. McCarthy, Jr., Detroit Edison's chairman and chief executive officer from 1981 to 1990 embodied the spirit of service so representative of the many employees who give back to the community with their time, energy and talents.

Eligibility

Individual Award program guidelines

Through the Walter J. McCarthy Volunteer Leadership Individual Grant Program, the DTE Energy Foundation awards up to $1,000 on behalf of its employees, retirees and long-term contractors *(working a year or more at a DTE Energy facility)*, who volunteer personal time with a nonprofit organization in a community where DTE Energy maintains a business presence.

Most grants will be made in the amount of $500. However, if the employee has taken on oversight of fiscal, legal and operational 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. The 40 hours must be logged with the eligible nonprofit 501(c)(3) in the DTE Energy Care Force site. 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. The 80 hours must be logged with the eligible nonprofit 501(c)(3) in the DTE Energy Care Force site. Each retiree is eligible for one individual grant award per calendar year. Retirees should contact Tracy Thomas, **alumni@dteenergy.com**, to get access to the DTE Care Force YourCause site.

NOTE: Paper applications are no longer accepted. Grant applications must be submitted on YourCause.

![DTE logo]

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![YourCause logo] **YourCause**

Volunteer Grants - Apply Flow

If your participation has made you eligible for a Volunteer Grant program, you will see a banner prompt for this grant on My Volunteering. Click "Apply Now" to begin the application process.

- **NOTE**: As easy way to tell the difference between and Individual or Team Grant prompt is that an Individual Grant prompt will display the Organization Name, whereas a Team Grant will display the Event Name.

The first step of the application process is choosing your volunteer grant program (since you may be eligible for more than one at the same time). If only one, this should already be selected by default.

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Applying for an Individual Grant:

- Once you have moved to the next step, you will be able to select which specific participations (activity entries) you would like to apply to this grant.
- Once you have selected your entries, you will see your total grant amount, as well as the total amount left in your match cap.

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Apply for a Grant

Complete the steps to apply for a grant.

■ Select Grant Program	▤ Grant Details	⊘ Review & Confirm

Grant Details

Select the number of hours to use for this grant and enter an optional designation.

Grant Program: 2019 Individual Grants

Grant Recipient:
ANIMALS ANONYMOUS
12200 MALONE ST, LOS ANGELES, CA, US
Registration ID: 91-1868618
Minimum Hours Required: 1
Grant Amount: 50

Total Match Cap:
1,000.00 USD

Processed Match:
0.00 USD

Allocated/Pending:
250.00 USD

750.00
Available for Match

Activities

Test	Total Hours: 2 2/25/19 12:00 AM	☑
Test	Total Hours: 1 2/26/19 12:00 AM	☑

Hours selected: 3

You have reached the minimum hours (1) required.

Requested Grant Amount: 50.00

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Team Award program guidelines

Through the Walter J. McCarthy Volunteer Leadership Team Grant Program, the DTE Energy Foundation will award $500 on behalf of groups of five or more employees and/or retirees, long-term contractors *(working a year or more at a DTE Energy facility)*, for participation in a community project or one-time fundraising event *(e.g. walk-a-thon, bowl-a-thon)* who volunteer personal time with a nonprofit organization in a community where DTE Energy maintains a business presence. The leader of the team should submit the application. All team members and the event date must be listed on the grant application in the yellow additional notes section or the grant will be denied.

An employee, retiree or long-term contractor *(working a year or more at a DTE Energy facility)* can submit a maximum of three team grant requests per calendar year. Each submitted team grant application must be for three different team events.

Note: Only the event creator can submit a team grant. After the event is completed, the event creator will get a notice on their dashboard, prompting them to submit the application for the grant.

Only one team grant will be awarded to a specific project or event occurring at a single location, regardless of the number of teams or employees involved. However, a multi-location event is eligible for one team grant per location. Funds awarded are for project-related expenses. Team grants are not to be used for registration fees or event sponsorship.

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Applying for a Team Grant:

- Once you have moved to the next step, you will be able to enter the amount of your accumulated team participant hours that you would like to apply towards this grant.
- Once you have entered your desired hours, you will see your total grant amount, as well as the total amount left in your match cap.

NOTE: You can only apply for a grant in the same year as you performed your volunteer service. Volunteer hours cannot be carried over multiple years.

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How to submit an application for a McCarthy Team grant

For both Individual & Team Grants, you will be able to enter an optional designation, and you will also be prompted for any required questions (if applicable).

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Add a Designation (Optional)

None ∨

Required Questions

Please answer the following set of questions before proceeding.

Test   [Answer]

On the final step of the application process, you can review the details of your request. You are also required to review & confirm a list of notices regarding the grant.

- NOTE: Some of the notices are standard, and some are dependent on specific program settings you may have in place.

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In the Review & Confirm step:

Review and Confirm Your Request
You are not finished until you confirm and submit.

In Summary

Grant Recipient:
American Heart Association
5211 Madison Rd, Cincinnati, OH, US
Registration ID YC-5423342

2019 Team Grants
Grant End Date: 1/31/20 12:00 AM
Available for Match: 750.00

Event selected

Testing Grants   3/5/19 8:00 AM-3/5/19 12:00 PM

Total Hours selected: 24
Requested Grant Amount: **100.00**
Designation: None
Participants: 6

Review & Confirm the Following Notices

⚠ This event will lock while your request is being reviewed. This means that you will not be able to edit your participation details.

⚠ You will receive an email once your request has been processed. The email will contain any approval, denial or resubmit information.

⚠ This grant requires administrative review before it is approved. You will be notified via email of the decision.

⚠ Your name and email address will be shared with the benefiting organization.

☐ I have read and understand the notices.

Back   Submit Grant Request

Once you have reviewed the notices and have checked the box that states "I have read and understand the notices", click Submit Grant Request.

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Eligible organizations

The DTE Energy Foundation will provide grants to qualified organizations with IRS 501(c)(3) status where an employee, retiree or long-term contractor volunteers personal time with a nonprofit organization in a community where DTE Energy maintains a business presence.

Each organization may receive a maximum of $5,000 per calendar year of Walter J. McCarthy Award grants.

Grant recipients

- Organizations receiving grants must meet DTE Energy Foundation eligibility requirements.
- Contributions to the organization you designate for the grant must be tax-deductible, as defined by the Internal Revenue Code 501(c)(3).

Examples of organizations not eligible to receive McCarthy Grants include:

- Grants made directly to schools or other units of government must meet DTE Energy Foundation eligibility requirements
- Houses of worship and organizations established for religious or personal purposes
- Non 501(c)(3) Veterans organizations, fraternal, recreational or social associations *(such as college alumni associations or recreational clubs)* are not supported
- 501(c)(4) or 501(c)(6) Professional associations *(such as chambers of commerce, and the American Society of Engineers)*
- Political organizations
- Those that discriminate based on sex, race or religion
- Organizations in communities where DTE Energy does not maintain a business presence

NOTE: You can only apply for a grant in the same year as you performed your volunteer service. Volunteer hours cannot be carried over multiple years.