

## LexisNexis Cares Employee Grant Fund Guidelines & Application Process

LexisNexis employees pool their contributions to fund grants to assist their local communities. Employees who contribute to this fund also determine the focus areas for grant making. This Fund distributes 100% of collected monies with all administrative costs covered by LexisNexis. The LexisNexis Employee Fund currently operates in four locations: Albany, NY; Charlottesville, VA; Colorado Springs, CO; and Dayton, OH. Grants in these geographic areas are eligible for consideration by the employee fund committees.

The LexisNexis Employee Fund values the following and will give strong consideration to a grant proposal that:

- Meets a documented need especially in the local community
- Demonstrates LexisNexis employee involvement and support
- Promotes organizational collaboration and synergistic relationships
- Supports disadvantaged children
- Promotes education and literacy
- Promotes volunteerism especially among LexisNexis employees
- Demonstrates other fund raising beyond LexisNexis
- Integrates technology effectively
- Demonstrates measurable outcomes

### Eligibility

All recipients must be recognized by the IRS as tax-exempt entities under the Internal Revenue Code Section 501(c)(3) to which deductible charitable contributions, as defined in IRS section 170(c)(2) may be made for federal income tax purposes. Eligible organization categories include:

- Arts and Culture
- Education (K - through higher education)
- Environmental and Animal Welfare
- Health and Human Services
- International (U.S. based affiliate)
- Legal and Civic

### **Limitations**

The LexisNexis Employee Grant Fund does not support the following:

- Organizations without 501(c)(3) or IRS recognized tax-exempt organizations
- Grants to individuals (including scholarships)
- Fraternal, religious, school extra-curricular activities, other athletic, social or veterans' organizations.
- Political or labor parties, candidates or lobbying activities
- Capital campaigns annual fund drives, or deficits
- Events (golf outings, walk-a-thons, tables at events)

### **Grant Request Process**

Please submit one electronic copy and one unbound copy of a proposal with the following:

- Cover letter: On one page of the organization's letterhead, summarizing the project, including the amount requested.
- Program detail (1-3 pages):
  - Specific goals of the project and how they relate to your mission and LexisNexis grant guidelines
  - The specific population most directly affected (who, how many)
  - The specific activities that will be carried out
  - The schedule of implementation
  - Staff who will run the project and their qualifications
  - How the effectiveness of the project will be evaluated (expected outcomes, criteria for success, measurement methods) and communicated to LexisNexis

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**Additional Required Attachments:**

Organization's mission statement, history, key projects	Copy of IRS Tax Determination Letter for 501(c)(3)
Names and affiliation of trustees or board of directors	Financial Data
Project budget: Income and expenses for the entire project	Agency's current or next year's annual operating budget including percentages allocated for administration and fundraising
Most recent completed fiscal year balance sheet and income statements	Copy of IRS Form 990
Other organizations from whom you receive support	Identify opportunities where LN employees may become involved in this organization through volunteerism, board membership, committee membership, etc.

Proposals may be submitted any time during the year. Proposals will be reviewed in June and November. Completed grant proposals must be received by May 31 or October 31.

**Send hard copy proposals to:**

LexisNexis Cares  
9443 Springboro Pike  
Miamisburg, OH 45342

E-mail electronic versions to: [community.relations@lexisnexis.com](mailto:community.relations@lexisnexis.com).

Please e-mail any questions to [community.relations@lexisnexis.com](mailto:community.relations@lexisnexis.com).