

Guidelines

# Corporate Contributions Program



*Powering Business Worldwide*

**The Eaton  
Charitable Fund**  
is dedicated to supporting  
programs that improve  
the quality of life in  
communities where the  
company operates.

Whatever the product or service, wherever we're doing business, Eaton's vision is to be the most admired company in our markets. Our vision includes an enduring commitment to being a good corporate citizen in the communities in which we do business. We take seriously our commitment to conducting our business in a way that respects the world around us and that helps make the communities our employees live, work and thrive in vibrant and sustainable. Thank you for your interest in Eaton's Contributions Program.

#### **Criteria**

The Eaton Charitable Fund is dedicated to supporting programs that improve the quality of life in communities where the company operates. The Fund gives primary consideration to requests for programs located in an Eaton community, recommended by an Eaton manager and where our employees demonstrate leadership involvement. Programs selected for funding will have clearly defined objectives, measurable end results, and provide a positive return on our investment.

#### **Tips for Submitting Successful Applications**

- Grants are generally limited to one grant per organization in a given year
- Grants are typically given for one year; multi-year commitments are usually capital grants.
- Previous grants are not necessarily considered as precedent for additional support.
- Proposals should not be submitted in binders or with video tapes, DVD's.

Program, project and capital grants are awarded. Capital grants are made for special purposes that meet specific community needs within the company's funding focus. On occasion, operating grants are awarded.

Eaton does not make contributions to:

- Annual operating budgets of United Way agencies or hospitals
- Medical research
- Endowment funds
- Debt retirement
- Religious organizations (unless they are engaged in a significant program benefiting the entire community)
- Fraternal or labor organizations
- Individuals or individual endeavors
- Fund raising benefits, sponsorships or other events

### **The Request Process**

Contribution requests are to be made through a local Eaton plant or human resources manager who can assist with the development of a proposal and then serve as a sponsor for the request. Proposals should be sent to the manager of the Eaton facility located in an Eaton community.

### **Application Format**

If your organization's program aligns with Eaton's giving criteria, please submit one unbound copy of a proposal with the following:

#### **Cover Letter**

On one page of the organization's letterhead, summarize the project: its purpose, the grant amount requested, the primary program activities, and the population that will benefit from the grant.

### **Program Detail (1-3 pages)**

Provide a written summary of your program detailing:

- Specific goals of the project and how they relate to your mission and Eaton's grant guidelines
- Specific population that will benefit
- Description of what will be accomplished during the grant period
- Project budget
- Explanation of how the effectiveness of the project will be evaluated and communicated to Eaton and the community

### **Required attachments**

- The organization's history and purpose
- Identification of other organizations, including corporations, involved in funding the organization and gift amounts committed
- Names of Eaton employees and a description of their involvement
- Names and affiliations of officers and directors or trustees of the organization
- Official government documentation that the organization is defined as tax-exempt under Section 501(c)(3) by the U.S. Internal Revenue Service (or its non-U.S. equivalent)

### **Submitting Requests**

Proposals are accepted and approved on a rolling basis. Requests that meet the criteria are submitted to the company's Corporate Contributions Committee for consideration. Requests are denied when they do not fit the company's guidelines or priorities, or when funds are not available. Applicants are notified in writing concerning the Contributions Committee's final decision.

Additional information may be obtained by calling (440) 523-4944, by writing to the Eaton Charitable Fund, Eaton, 1000 Eaton Blvd., Cleveland, OH 44122, or via internet: [www.eaton.com](http://www.eaton.com).



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