



UGL Unicco CHARITABLE GIVING GUIDELINES

UGL Unicco is committed to supporting the communities where our employees live and work and where we do business. Outlined below are UGL Unicco's charitable giving mission, values, goals, funding priorities, and process for applying for a charitable gift.

MISSION

In its charitable giving, UGL Unicco seeks to improve the quality of life in communities where its employees live and work, and where we do business. We do this by creating educational and economic opportunity, particularly for those who are economically disadvantaged; supporting civic and cultural activities; and helping to protect and preserve the environment.

VALUES

UGL Unicco seeks to align its charitable giving with those core values that are central to its business. These values include:

- The belief that all individuals can improve the lives of themselves and their families through education and economic self-advancement.
- The importance of hard work, and the human dignity that comes through work.
- The importance of reaching out to those who are economically disadvantaged, and giving them a leg up through education, workforce training, and other efforts to promote economic self-sufficiency.

These values grow out of the backgrounds of UGL Unicco's founders, in recognition of their roots as immigrants who started with nothing and were able to become economically self-sufficient through educational opportunity and hard work. We support approaches that are nonsectarian, nonpartisan, and accessible to diverse populations.

GOALS & FOCUS AREAS

Consistent with our mission and values, UGL Unicco's charitable giving focuses primarily on improving quality of life in UGL Unicco communities by:

1. Creating educational and economic opportunity,
2. Supporting civic and cultural activities; and
3. Helping to protect and preserve the environment.

FUNDING CRITERIA AND PRIORITIES

UGL Unicco charitable gifts typically do not exceed \$5,000. Eligible applicants include 501(c) (3) non-profit organizations with IRS tax-exempt status. In reviewing proposals, UGL Unicco will give priority to the following types of initiatives:

- Efforts targeting communities or populations with significant unmet needs.
- Results-oriented programs, where our contributions can make a long-term measurable difference in the quality of people's lives.
- Community-based approaches that work to empower those who are economically disadvantaged.

UGL Unicco does not generally support religious organizations, clubs, fraternal groups, political campaigns, or lobbying groups, unless funds will be used to support programs that are open to the public and/or directly serve the public interest.

GRANT APPLICATION PROCESS

Organizations requesting less than \$1,000 whose efforts fall within the scope of UGL Unicco charitable donation focus areas are invited to apply for funding by submitting a **one-page letter** stating the general nature of the organization and the program for which funding is sought.

Organizations requesting \$1,000 or more and whose efforts fall within the scope of UGL Unicco charitable donation focus areas should submit a **brief proposal of no more than three pages** providing the following information:

- A brief history and description of the organization and its mission.
- Description of the project/program for which support is requested, including goals, target population, desired outcomes, amount of funds requested, how the funds would be used, and evaluation plans.
- Organization's budget and revenue sources, as well as budget and revenue sources for the project/program for which funds are requested.

Applicants should also submit a copy of the organization's latest 501(c) (3) IRS determination letter. Applicants may include annual reports, brochures, and/or other materials that will assist in evaluating the organization and its proposal.

Proposals should be sent to: Charitable Donations Office
UGL Unicco
275 Grove Street, Suite 3-200
Auburndale, MA 02466
Attn: Jocelyn Sacco
Phone: 617-559-4275
E-mail: jsacco@ugl-unicco.com

Proposals are accepted on a rolling basis, and are reviewed quarterly. Funding decisions are based on available resources and the degree to which proposals meet UGL Unicco charitable giving priorities and review criteria. Organizations may only submit one application each year. Applicants can expect to be informed of funding decisions within three months of submitting their proposal.