

The Collins Companies Foundation

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The Collins Companies Foundation was established June 9, 2008 as a tax-exempt charitable foundation under the laws of the State of Oregon. It is recognized by the Internal Revenue Service as tax-exempt under Section 501(c)(3) of the Internal Revenue Code and has been classified as a private foundation under Section 509(a) of the Code.

The Collins Companies Foundation is governed by a Board of Directors.

The Collins Companies Foundation is a separate entity and not to be confused with Collins Pine Company, The Collins Companies, Collins Hardwood LLC, Collins Products LLC, Collins, The Collins Foundation, The Collins Medical Trust, or any other charitable foundation or business operation with the Collins family name. Any written acknowledgement for their contribution in support of a project shall be referenced using only the name **The Collins Companies Foundation**.

PURPOSE: The principal purpose of The Collins Companies Foundation is: *“To support charitable and educational programs, primarily in those communities in which companies owned by The Collins Companies do business.”*

GUIDELINES: The Directors have established the following general guidelines under which grant requests are considered:

1. Disbursements can be made to organizations that either:
 - (a) have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and are not "private foundations" as defined under section 509(a) of the Code; or
 - (b) have tax exemption as a governmental, Tribal, or other publicly-funded entity; or
 - (c) have a qualified, tax-exempt fiscal sponsor.Additionally, disbursements cannot be made to 501(c)(4) organizations.
2. Preference is given to projects and programs conducted by qualified organizations within the communities in which The Collins Companies operates.
3. Projects should have lasting effects in the community, but may be short term in nature
4. Projects should be community based – not routine revenue replacement or ongoing expenses, but larger, capital intensive projects
5. Funds cannot be paid directly to or for the benefit of any specific individual, including scholarship programs.
6. Grants for annual operating budgets or for deficit financing are not favored.
7. Disbursements are normally not made to “Private Foundations”, as defined in the Internal Revenue Code
8. The Foundation will not support efforts to influence legislation or other political action.
9. In considering projects or programs involving substantial funds, the Foundation may prefer to participate with other donors and ask the applicant to seek additional support.

SUBMISSION PROCEDURES: Application for grant funding from *The Collins Companies Foundation* must be presented in writing. *The Collins Companies Foundation* Grant Application should be completed, presenting the facts about the applying organization and the project for which the grant is being sought, supported by sufficient detail to present a clear picture of the project and expected outcomes. Project outcomes should be clearly articulated.

The application and supporting documents should include:

1. The exact name of the organization or agency making application and its Board members
The specific date when requested funds will be required.
2. A brief description of the project.
3. Names, titles, and qualifications of project personnel.
4. A budget and timeline for the proposed project.
5. Estimated total of funds required for the proposed project and the amount sought from *The Collins Companies Foundation*. Include copies of bids or invoices.
6. Anticipated source of balance required in excess of funds requested from *The Collins Companies Foundation*.
7. Other sources being approached for financial assistance for the project.
8. A copy of the letter from the Treasury Department of the United States which grants tax exempt status; also a statement that the applicant is classified as “Not a Private Foundation”, as defined in the Internal Revenue Code.
9. A copy of your Non-Discrimination Policy.

If the Directors determine further information is required to make a funding decision, they may request an interview with the applicant and/or a site visit.

Electronic submission (preferred): email TCCF@collinsco.com (pdf format preferred in one document) or fax to 503.826.5302.

Hard copy submission: Submit one original, including any supporting documentation and mail to:
The Collins Companies Foundation
29100 SW Town Center Loop W, Suite 300
Wilsonville, OR 97070

MEETINGS: The Directors generally meet four times a year, in February, May, August and November. Location Managers should submit requests, or collections of requests, by the first day of the month preceding the month in which the meeting is scheduled (i.e., by April 1 for the May meeting), in order to receive timely consideration. The Directors are unable to react to emergency requests for cash. Once an application has been acted upon by the Directors, acceptance or rejection will be acknowledged in writing and sent to the mailing address of the applicant as soon as possible following the Directors’ meeting.

REPORTS: The party receiving a grant from the *The Collins Companies Foundation* has a responsibility to report on the use of the funds granted. Unless otherwise indicated at the time disbursement is made, reports are requested to be made annually until the entire grant has been expended. If a project cannot proceed for whatever reason, funds granted must be returned to *The Collins Companies Foundation*. Additionally, throughout the duration of the project, any substantial changes in scope, personnel, or funds that are re-directed from the original purpose, should be submitted to *The Collins Companies Foundation* for approval by the Directors at their next regularly scheduled meeting.

Lastly, although *The Collins Companies Foundation* does not expect it, it appreciates acknowledgement for their contribution in support of the project whenever possible and appropriate. It is important that the directors have an opportunity to review any publication prior to print and that any such acknowledgement reflects the proper name exactly as indicated here:

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