



College & University Match Guidelines

Who Can Participate?

- Regular full-time and regular part-time U.S. employees of 3M (*on the 3M payroll at the time the matching gift is requested*). Employees matched 1:1.
- U.S. retirees of 3M (*before the fifth-year anniversary of retirement at the time the matching gift is requested*). Retirees matched .5:1.
- Members of the 3M Board of Directors. Members matched 1:1.

Matching Gift Benefit

- Minimum match: \$25 (per college or university)
- Maximum match: \$5,000 per calendar year
- To receive the 3M Foundation College & University Match, the donor must first complete a personal gift directly to an eligible college or university. Then, the donor must submit documentation of their gift(s) through the employee engagement portal which will automatically trigger a matching gift request. Matching gifts will continue to issue until the donor has reached their annual 3M Foundation College & University matching gift maximum (no maximum number of transactions).

Eligible Organizations*

- **Colleges and universities**, located in the United States or a U.S. Possession, that are tax exempt under Section 501(c)(3) of the Internal Revenue Service Code. The college or university must be an accredited, degree-granting technical institute, community college, college, university, seminary, graduate or professional school.
- **Diverse scholarship 501(c)(3) nonprofits**. Examples include Asian & Pacific Islander American Scholarship Fund, American Indian College Fund, Hispanic Scholarship Fund, and United Negro College Fund.
- **Nonprofits directly affiliated** with a college or university such as college and university foundations or alumni associations.

**To have an organization reviewed for eligibility, a donor can click "nominate your organization for inclusion" on the organization search page in the employee engagement portal. 3M Foundation staff will review and make a final eligibility determination.*

Ineligible Organizations*

- Elementary or secondary schools
- U.S. nonprofits established for the purpose of raising funds for universities outside the United States, including "Friends of" organizations
- Organizations that are inconsistent with 3M and 3M Foundation's shared values

**3M Foundation reserves the right to reject a matching gift for any reason. Additional requirements may apply to organizational eligibility.*

Ineligible Donor Gifts

- Tuition payments or other student expenses
- Gifts made through charitable remainder trusts or bequests
- Gifts not considered tax-deductible for income tax purposes (this includes gifts for which the donor receives a benefit, e.g. tickets, memberships, services, subscriptions, dues, dinners, auction items, raffles, etc.)
- Aggregate gifts made from a collection of employees, friends or family

Eligible Donor Gifts

- Cash or cash equivalents including personal checks and credit card donations (paid not pledged)
- Publicly traded securities (transferred not pledged, use FMV at date of donation)
- Gifts made to eligible organizations through donor advised funds (paid not pledged)

Matching Gift Designation

- A donor may include a designation for their personal gift and/or the 3M Foundation match.
- Recipient organizations will be instructed not to follow any designation that would not qualify as a deductible donation and instead allocate the donation to the charitable purpose that is closest to the original designation
- Designations may not benefit an individual, i.e., tuition or student participation account, memberships, or personal pledge obligations.
- Undesignated gifts are directed to the organization's student scholarship fund.

**3M Foundation is not responsible for ensuring organizations follow the donor's designation.*

Matching Gift Confirmation and Timeline

- A donor must submit documentation of their gift(s) through the employee engagement portal by December 31. Gifts must be made and submitted in the same calendar year. 3M Foundation will not match donations from a previous year.
- To receive the 3M Foundation College & University Match, the college or university must verify each donor's gift by February 28 of the year following the donor gift. The donor is responsible for requesting the college or university confirmation.
- If the donor receives gifts or services in exchange for all or a portion of their donation, the college or university will be required to identify the non-deductible portion of the donor's gift. 3M Foundation will match only the tax deductible portion of the donor's gift.

Administrative Conditions

- Donors may request only one match per donation
- 3M Foundation makes payments to organizations approximately twice per year. The match will be sent directly to the eligible organization.
- Organization tax status is reviewed and monitored on an ongoing basis. Should an organization lose its charitable status, go out of business, or otherwise be unable to receive donated funds, donors will be contacted by CyberGrants, 3M Foundation's grants administrator, to redirect previous gifts to a different eligible organization. If CyberGrants cannot reach the donor within 10 business days of initial outreach, all gifts will be redirected to United Way Worldwide, the default recipient for 3M Foundation matching gift programs.
- All matching gifts will accrue towards the match balance of the year in which the matching gift was requested.
- 3M Foundation may modify, suspend or end this program at any time. 3M Foundation interprets program guidelines and administers the program under policies and procedures governed by the 3M Foundation Board of Directors.
- While 3M Foundation aims to match all employee donations of the College & University Match Program, it cannot guarantee that it will be able to do so. As with all 3M Foundation programs, the College & University Match Program will be limited by the amount of its annual budget.