



Frequently Asked Questions

3M Foundation Community Giving Match 2

3M Foundation Volunteer Match 7

3M Foundation College & University Match..... 10

3M Foundation Community Giving Match

What is the 3M Foundation Community Giving Match?

Through this match program, 3M Foundation provides a dollar-for-dollar match for 3M employees' and board members' donations to eligible nonprofits, up to \$1,000 per donor per calendar year.

What's different about this giving program from the previous years?

3M Foundation began revamping the 3M workplace giving approach in 2018, when we moved from a traditional United Way campaign to an open campaign where 3M Foundation matching funds went to the eligible nonprofit of the employees' choice. This continues in 2020 with additional changes that are intended to offer greater choice in where and when employees give, as well as enable 3Mers to make a bigger impact on the causes they care about most. Changes starting in 2020 include:

- **Broad eligibility guidelines** that allow more organizations to qualify for 3M Foundation matching funds
- **Increased match amount** from \$500 to \$1,000 per employee per year
- **Ability to get the match year-round.** Previously, 3M Foundation matched employee donations made during our fall workplace giving campaign. Now, 3M Foundation will match donations to nonprofits throughout the year – regardless of when you choose to give.
- **Automatic re-enrollment for recurring payroll deductions**, meaning you will not need to re-enroll every year. Once you set up a recurring payroll deduction, deductions will happen in perpetuity unless you change or cancel them (which you can do at any time).

Will we have events like the kick-off, eAuction and product sales?

In an employee survey, 3Mers indicated they wanted fewer workplace giving program events. In line with this feedback, we will not have corporate fundraising events. 3Mers also provided feedback that they appreciated volunteer opportunities. As such, each plant, business and staff group has a designated 3Mgives Ambassador who will organize regular volunteer activities.

Do I need to take action even if I'm not donating?

No. In the past, employees have been encouraged to click a button on the ePledge site to opt out of making a monetary donation and acknowledge they were aware of the campaign. We are no longer tracking participation through acknowledgment.

Who is eligible to participate in the 3M Foundation Community Giving Match program?

- Regular full-time and regular part-time U.S. employees of 3M (*on the 3M payroll at the time the matching gift is requested*)
- Members of the 3M Board of Directors

How can I participate in the 3M Foundation Community Giving Match?

To participate in the 3M Foundation Community Giving Match, login to [My 3Mgives](#), our community engagement portal.

- If connected to the 3M network: go.3M.com/my3Mgives
- If *not* connected to the 3M network: 3Mgives.com/match, choose “Login – Outside 3M Network” and log in with the 8-digit employee number that appears on your badge, email address and password of your choice

Do I need access to the internet to submit a donation(s)?

Nonproduction employees must participate online. The giving portal can be accessed via single sign-on at go.3M.com/my3Mgives or off the 3M network at 3Mgives.com/match. Many production sites have paper pledge forms available, which allow employees to give via payroll deduction to their local United Way (based on work zip code) – contact your plant HR Manager or 3Mgives Ambassador for paper pledge forms.

Can I donate to more than one organization and get my donations matched?

Yes. There is no limit to the number of eligible organizations you can donate to.

What organizations are eligible to participate in the 3M Foundation Community Giving Match?

With broad eligibility criteria, many nonprofits qualify. These eligibility guidelines are effective starting January 2020:

- U.S. public charities that are tax exempt under Section 501(c)(3) of the Internal Revenue Service Code
- U.S. public schools, public school districts, and private schools
- Public serving, independent, non-religious affiliated programs of houses of worship/churches (examples include food shelves or private schools). Please note that these organizations may require additional vetting to confirm eligibility.

**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 will review and make a final eligibility determination.*

What organizations are NOT eligible to participate in the 3M Foundation Community Giving Match?

- Organizations that do not qualify as a 501(c)(3) public charity (*this includes some 501(c)3 organizations, organizations that do not have a 501(c)3 tax exempt letter of determination from the IRS, and organizations that have lost their 501(c)3 tax exempt status*)
- Houses of worship/churches for religious programming
- Units or bodies of government (other than schools and educational institutions) including related entities such as volunteer police and fire departments
- 3M associated nonprofits (*including but not limited to 3M Club, 3M Foundation, 3M Open Fund*)
- 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.*

How do I decide which organization to give to?

We encourage you to think about what causes matter the most to you (e.g., education, youth development, environment, homelessness), and search online for organizations that most effectively support those causes. If you're still not sure where to give, consider one of 3M Foundation's strategic partners in each of our focus areas, [Skills USA](#) for Education, [The Nature Conservancy](#) for Environment or your local [United Way](#) for Community, which can direct your dollars to address pressing community challenges.

How should I evaluate potential nonprofits to donate to?

There are many factors you can use to evaluate the effectiveness/impact of an organization. Visit [Charity Navigator](#) and [Candid.org](#) (formerly GuideStar and Foundation Center) to find objective information about nonprofit organizations. Some things to consider include:

- Program outcomes
- Financial sustainability of the nonprofit
- Accountability and transparency of the organization (i.e., Board of Directors, accessibility of Form 990)

What can I do if my organization does not show up in the search?

First, make sure the organization meets [eligibility requirements](#). If it does, then you can nominate the organization for participation in the program by clicking on "nominate your organization for inclusion" on the organization search page and input the required organization information. You will be notified whether your nomination has been approved. 3M Foundation will review and make a final eligibility determination.

How can I donate to organizations through the My 3Mgives portal?

There are three ways you can donate through My 3Mgives:

- **Payroll One-Time** – Allows you to deduct an amount from your payroll as a one-time gift. This incurs up to a 3% fee for the employee transaction and up to a 3% fee for the match transaction. Minimum gift is \$10.
- **Payroll Recurring** – Allows you to deduct an amount from your payroll on a monthly basis. Your recurring gift will continue in perpetuity until you change or cancel your gift. This incurs up to a 3% fee for the employee transaction and up to a 3% fee for the match transaction. Minimum gift per month is \$1.
- **Credit Card** – By selecting Credit Card, you will need to enter your credit card information to have on file. Credit card donations incur an administrative fee of approximately 6% for the employee transaction and up to a 3% fee for the match transaction. Minimum gift is \$25.

You can also donate direct to an organization and request a match through the My 3Mgives tool:

- **Match my Previous Community Donation** – Allows you to donate direct to an organization and come to the My 3Mgives tool and request for a match. The match incurs the 3% for the match transaction only. Minimum gift is \$25.

If I choose a Payroll One-Time donation, when will the deduction come out of my paycheck?

For gifts submitted (or changed) before 10pm CST on the first Monday of the month, the associated deduction(s) and match will occur that month. For gifts submitted (or changed) after 10pm CST on the first Monday of the month, the associated deduction(s) and match will occur the following month. A donor must cancel before 10pm CST on the first Monday of the month to stop the associated deduction(s) and match. For employees who receive a monthly paycheck, your Payroll One-Time deduction(s) will be taken out the month as per above. For employees paid bi-weekly or semi-monthly, your Payroll One-Time deduction(s) will be taken out of the second check of the month. For employees paid weekly, your Payroll One-Time deduction(s) will be taken out of the third check of the month.

If I choose a Payroll Recurring donation, when will the deduction come out of my paycheck?

For gifts submitted (or changed) before 10pm CST on the first Monday of the month, the associated deduction(s) and match will begin that month. For gifts submitted (or changed) after 10pm CST on the first Monday of the month, the associated deduction(s) and match will begin the following month. A donor must cancel before 10pm CST on the first Monday of the month to stop associated deductions and match that month. Otherwise, associated deductions and match will stop the following month. For employees who receive a monthly paycheck, your Payroll Recurring deductions will be taken out monthly. For employees paid bi-weekly or semi-monthly, your Payroll Recurring deductions will be taken out of the second check of the month. For employees paid weekly, your Payroll Recurring deduction(s) will be taken out of the third check of the month.

Do I need to sign up for Payroll Recurring every year?

Regardless of your paycheck schedule, Payroll Recurring donation(s) will continue monthly in **perpetuity** until a donor changes or cancels their gift.

Do I need to donate \$1,000 to participate?

No, the minimum gift per organization is as follows:

- Payroll Recurring*: \$1 per month
- Payroll One-Time*: \$10
- Credit Card: \$25
- Match a Previous Donation: \$25

I entered match requests greater than \$1,000. How will my matches be distributed across the organizations I donated to?

Matching gifts will continue to issue until the donor has reached their annual 3M Foundation Community Giving matching gift maximum of \$1,000 (no maximum number of transactions). If a donor gives to more than one organization, the method of donation within the system may impact which organization(s) receive a 3M Foundation Community Giving Match.

Will the organization know that I've donated this money?

Yes. Payments are sent on a monthly basis and the organizations has access to an online portal where they can review payment and donor information.

Can I donate to a nonprofit outside of the U.S.?

Only organizations based in the U.S. are eligible for the 3M Foundation match. You are able to donate to U.S.-based organizations that serve communities outside the U.S. (including but not limited to GlobalGiving, Direct Relief, UNICEF, World Wildlife Fund).

Can two 3M employees who are married make one donation to an eligible nonprofit and receive two matches on the same donation?

The Community Giving Match Program is a dollar-for-dollar match program based on an employee's gift to an eligible nonprofit up to \$1,000 match cap. Although some companies may offer a 2:1 match, the 3M Foundation does not offer this double-match.

Can a married couple who work at two different companies that offer a matching gift program, submit a match for the same gift to an eligible nonprofit?

Both individuals can submit a matching gift request to their respective employers through their companies matching gift program from their one gift.

Volunteer Match

What is the 3M Foundation Volunteer Match?

Through the 3M Foundation Volunteer Match, 3M Foundation provides a maximum match of \$500 to eligible nonprofits where 3M employees and retirees have volunteered their time in a calendar year.

Starting in 2021 – Exciting New Process!

Move from volunteering 25 hours to one organization to volunteering by the hour to one or multiple organizations. See details:

- 3M Foundation will donate \$20 per hour when you volunteer at eligible organization(s)
- \$500 maximum match per calendar year (25 total hours of volunteer service), with match requests paid in the order they are submitted
- Most U.S. schools and public charities qualify
- Volunteer hours must be logged in full-hour increments
- Matches must be requested by Dec. 31 of the calendar year the volunteer hours were completed
- Matches are paid 4-6 weeks after you request the match

Who is eligible to participate in the 3M Foundation Volunteer Match program?

- Regular full-time and regular part-time U.S. employees of 3M (*on the 3M payroll at the time the matching gift is requested*)
- U.S. retirees of 3M

How many hours do I need to volunteer for an organization to receive a match?

With the new hourly system, you can register for your match each hour you volunteer to one or multiple organizations, or you can register one match to a single organization. The match cap is \$500 per calendar year (25 hours of volunteer service).

How much is a volunteer hour worth?

Each volunteer hour is worth a \$20 match to the organization up to \$500 (25 hours) in a calendar year.

What do I do if I volunteer more than 25 hours and want to pick a specific organization to receive my volunteer match?

Matching gifts are processed and paid in the order received. A volunteer who volunteers with multiple organizations but wishes to allocate their matching benefit to just one organization is encouraged to request match with the organization they wish to receive the match prior to logging hours with any other organization(s).

How can I participate in the 3M Foundation Volunteer Match?

To participate in the 3M Foundation Volunteer Match, login to [My 3Mgives](#), our employee engagement portal.

- If connected to the 3M network: go.3M.com/my3Mgives
- If *not* connected to the 3M network: 3Mgives.com/match, choose “Login – Outside 3M Network” and log in with the 8-digit employee number that appears on your badge, email address and password of your choice

What organizations are eligible to receive a 3M Foundation Volunteer Match?

With broad eligibility criteria, many nonprofits qualify.

- U.S. public that are tax exempt under Section 501(c)(3) of the Internal Revenue Service Code
- U.S. public schools, public school districts, and private schools
- Public serving, independent, non-religious affiliated programs of houses of worship/churches (examples include food shelves or private schools). Please note that these organizations may require additional vetting to confirm eligibility.

**To have an organization reviewed for eligibility, donors can click “nominate your organization for inclusion” on the organization search page in the employee engagement portal. Cybergrants support staff will review and make a final eligibility determination.*

What organizations are NOT eligible to receive the 3M Foundation Volunteer Match?

- Organizations that do not qualify as a 501(c)(3) public charity (*this includes some 501(c)3 organizations, organizations that do not have a 501(c)3 tax exempt letter of determination from the IRS, and organizations that have lost their 501(c)3 tax exempt status*)
- Houses of worship/churches for religious programming
- Units or bodies of government (other than schools and educational institutions) including related entities such as volunteer police and fire departments
- 3M associated nonprofits (*including but not limited to 3M Club, 3M Foundation, 3M Open Fund*)
- 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.

I can't find my organization when I search for it in the My 3Mgives portal. What can I do?

Searching by the name of the organization and state will typically find the organization. If you can't find it by name, you can do an advanced search and enter in the 9-digit U.S. Tax ID/EIN if you have it. Keep your search simple for best results.

If you search and "Select" is available, that means the organization is in the system, and you can move forward with the process. If you are still unable to locate the organization, you can click on "Nominate it for inclusion" and fill out the form and submit. The 3M support team will review and let you know the results

If I participate in a team volunteer event, can I count those hours toward my 3M Foundation Volunteer Match?

Yes, you can request a match to the organization where you volunteered during your team event but not required to. This will count towards your 25 hours of volunteer service if you have not submitted for all of your hours.

The match is available for individuals – collective team hours would not qualify.

Do I need to have my hours confirmed by the organization I volunteer with?

No. During the gift process, you will be asked to acknowledge that you volunteered your time to this organization. However, your hours may be selected for a random audit where the organization may be contacted for confirmation by 3M Foundation.

How many times a year do matches get paid?

Matches will get paid monthly by our preferred vendor CyberGrants. The payout of a match will occur the month after you have requested for the match. It could take 4-6 weeks depending on the payout cycle.

3M Foundation College & University Match

What is the 3M Foundation College & University Match?

3M Foundation College & University Match is a matching gift program that supports 3M employees and retirees through financial contributions to Colleges and Universities.

Who can participate in this program?

- 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.

How can I participate in the 3M Foundation College & University Match?

To participate in the 3M Foundation College & University Match, login to [My 3Mgives](#), 3M and 3M Foundation's community engagement portal.

- If connected to the 3M network: go.3M.com/my3Mgives
- If *not* connected to the 3M network: 3Mgives.com/match, choose "Login – Outside 3M Network" and log in with the 8-digit employee number that appears on your badge, email address and password of your choice

What is the minimum and maximum gift amount?

- Minimum gift: \$25 (per college or university)
- Maximum match: \$5,000 per calendar year
- 3M Foundation will continue to match 3M donor gifts to eligible colleges and universities until the 3M donor's annual matching gift maximum is reached (no maximum number of transactions)

What organizations are eligible to receive the 3M Foundation College & University Match?

- **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, donors 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.*

What organizations are NOT eligible to receive the 3M Foundation College & University Match?

- 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.*

What gifts are eligible for the 3M Foundation College & University Match?

- 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)

What gifts are not eligible for the 3M Foundation College & University Match?

- 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)
- Gifts that do not comply with 3M Foundation Community Giving Match guidelines

Can I designate where I want my gift to go to?

Yes, donors may include designation details when submitting documentation of their gift(s) through the employee engagement portal. Designation details are provided to the donor’s chosen organization(s). 3M Foundation is not responsible for ensuring organizations follows the donor intent. Undesignated gifts are directed to student scholarships

How many times a year do matches get paid?

Depending on when your gift gets confirmed, your match will be paid in the next payout cycle. Matches are paid approximately three times per year.

Do I need to have my gift(s) confirmed by the organization I submit to?

Yes, donors 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. 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.

Can two 3M employees who are married make one donation to a College/University and receive two matches on the same donation?

The College/University Match Program is a dollar-for-dollar match program based on an employee's gift to a College/University up to \$5,000 match cap. Although some companies may offer a 2:1 match, the 3M Foundation does not offer this double-match.

Can a married couple who work at two different companies that offer a matching gift program, submit a match for the same gift to an eligible nonprofit?

Both individuals can submit a matching gift request to their respective employers through their companies matching gift program from their one gift.