

Giving Criteria

Please refer to these guidelines for requirements, limitations and procedures when applying for grants.

Guidelines

Grants made in support of Tesoro's community investment fall into three main focus areas: Education, Environment and Community Vitality. In all our charitable giving activities, we pay special attention to those requests from nonprofits that address issues related to youth development and education, particularly for low-income and minority populations, intellectually disabled youth and adults and the elderly.

We encourage nonprofit applicants to carefully review the requirements and limitations outlined in the Tesoro Charitable Contribution Guidelines found on our Web site, www.tsocorp.com, to ensure eligibility before completing and submitting the application. This application can also be downloaded from the Web site.

Limitations

To further clarify the Tesoro review process, we have instituted the following limitations. These limitations govern our charitable contributions.

We do not support the following:

- Nonprofit organizations that do not hold 501(c)(3) tax-deductible status under the Internal Revenue Code
- Research programs
- Government agencies
- Individuals
- Travel, either by group or individuals
- Sporting events
- Meetings, conferences or seminars
- Advertising or marketing sponsorships
- Capital projects
- Religious organizations
- Political groups

Dates and Deadlines

Proposal review is ongoing, from January 1 through December 31 of each year.

Application Procedures

Eligible nonprofits must complete the Tesoro Charitable Contribution Application and submit it with all required attachments. We will review only those proposals that completely meet the requirements. Incomplete applications will not be reviewed or returned. We submit our decision in writing regarding complete proposals. We typically outline the terms of payments in a letter, along with any requirements for evaluation and final reporting.

Tesoro reserves the right to target its resources to certain geographic areas, program categories and projects.

Each application is reviewed by a local committee in the area where the charitable organization is located. To find the local address for mailing your charitable contribution application, visit the ***Social Responsibility*** section of the Tesoro Web site at www.tsocorp.com.

Tesoro Charitable Contribution Application

Please type or print. If additional space is needed, you may attach pages.

Information about your organization

Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Web Site: _____

Name of contact person familiar with the details of this request: _____

Title: _____

Phone: _____ E-mail: _____

Program Category: Education Environment Community Vitality

Date of Incorporation: _____ Number of Employees: _____ Number of Volunteers: _____

If your organization is a chapter or affiliate of a larger nonprofit organization, please provide the name and address of the "parent group."

Name of "parent group": _____

Address of "parent group": _____

City: _____ State: _____ Zip: _____

Population served by your organization: _____

Organization's mission: _____

Organization's history: _____

Geographical area your organization serves: _____

Tesoro Charitable Contribution Application

Information about your proposal

Requested Amount: \$ _____

Describe the project/program for which support is requested, including projected outcome results.

Goals of the project/program:

How does this project/program benefit the community you serve?

How and when will this project/program be evaluated?

Are Tesoro employees involved in your organization? Yes No

If yes, describe briefly.

Is this a request for renewed support? Yes No

If yes, please attach a final report or evaluation to this application.

Budget Information

Annual Operating Budget: \$ _____ Total Program/Project Budget: \$ _____

Requested Amount: \$ _____

List additional sources of support that will be available to cover the balance of the program/operating budget.

Is your organization carrying a deficit? Yes No

Attachments

Please include the following with this application:

- IRS 501(c)(3) Determination Letter
- List of Principal Sources of Income
- List of Key Staff
- Board of Directors and Officers

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