



Guidelines - Matching Gifts Program

Introduction

To encourage and support the generosity and community involvement of associates and board members, Duke Realty offers the Duke Realty Matching Gifts Program, which provides matching funds to the charitable organizations that associates and board members personally support.

How much will Duke Realty match per year?

To maximize the impact of associates' and board members' charitable giving, Duke Realty matches dollar for dollar, donations made by eligible associates and board members, up to \$1,000 per associate/board member per calendar year to the eligible nonprofit organizations of their choice. The minimum eligible gift is \$10.

Who can participate?

Active full-time and part-time associates employed by Duke Realty for at least 90 days, as well as Duke Realty board members ("Eligible Participants"). Interns, temporary associates, contractors or free-lancers, and spouses or family members are not eligible.

Which institutions qualify to receive matching funds?

Any nonprofit organization located in the United States and recognized by the Internal Revenue Service as tax-exempt and designated a public charity under Section 501(c)(3) of the IRS Code.

Eligible organizations include, but are not limited to:

Educational organizations, health organizations, human and animal service agencies, environmental and cultural organizations.

What gifts are not eligible for matching?

- Contributions from community trusts or similar organizations including charitable remainder trusts, donor advised funds, and family foundations.
- Contributions made in exchange for an equivalent benefit, e.g., tickets, discounts, memberships, meals, or dues.
- Bequests.
- Pledges.
- In-kind gifts of real or personal property.
- Life income trust arrangements or life income plan gifts.
- Insurance premiums or proceeds.
- Cumulative gifts from several individuals reported as one contribution; and money raised by soliciting sponsors.
- Associate contributions made to organizations that are the beneficiaries of a Company-wide fundraising campaign.
- Contributions made primarily for religious purposes.
- Contributions to organizations or programs that promote hate, discrimination, or engage in illegal activities.
- Contributions made for political purposes or for the purpose of attempting to influence legislation.
- Contributions used to promote obscene or pornographic work, whether visual, audio, or otherwise.

Why isn't a donation from/to a trust or charitable gift fund eligible?

The Duke Realty Matching Gifts Program only matches charitable donations made directly from an eligible donor's personal funds directly to an eligible recipient organization.

What contributions are eligible for matching?

- Must be a personal gift, from the donor's personal funds, which has been paid and not simply pledged. The minimum gift eligible for matching is \$10.

- The maximum amount matched per associate/board member per year is \$1,000.
- Gifts must be personal contributions made directly to qualified institutions.
- Matching gift requests apply to the donor's calendar year limit based on the date the matching gift is requested.
- Gifts must be in the form of cash, check, credit card, or marketable securities with a quoted market value. Gifts of securities are valued based on the average of the high and low on the date of the gift. No other form of personal or real property will be matched.
- Duke Realty's total funding will be capped each year at \$75,000.

How do I submit a request?

Click on "Donations and Matching Gifts" from the site's Home page and if it is a donation that you made outside the Volunteer & Giving site, select Offsite Donation, complete the questions on the screen and upload your receipt, copy of your check, or a thank you letter from the organization recognizing your donation. You may also make donations via credit card directly on the site as well as request a match at the same time by clicking on "One-Time Donation."

You will receive an email when your request is approved or denied. Approved requests are processed and paid to institutions monthly.

Is there a time limit for matching my gift?

Gifts must be registered within six months of the date of payment by cash, check, credit card, or traded securities. Gifts registered after six months will not be eligible. Verification of the gift must be provided in order to be matched by Duke Realty.

Contact Information

For more information, please contact Erika MacLaren at 317.708.8049 or volunteerandgivingsite@dukerealty.com.

Administration

Duke Realty reserves the right to interpret and administer the program, and may suspend, amend, or discontinue the program at any time.