



## 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?

Nonprofit organizations 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.
- 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.
- Verification of the gift must be provided in order to be matched by Duke Realty.

### **How do I submit a request?**

Requests are submitted on the Volunteer and Giving site which can be accessed through Duke LAUNCH or on the company intranet *Vision* under Quick Clicks or by logging on using the link <https://duke.profits4purpose.com>. To donate via credit card on the site and request a match with it, go to the site and click on Give-Request Match/Donate – Request Match/Donate. To request a match for a donation made outside of the Duke Realty Volunteer & Giving site, go to the site and click on Give – Request Match/Donate – Request Match for Offline Donation.

### **Is there a time limit for matching my gift?**

Matches must be requested within 6 months of the date the donation is made. Matching gift requests apply to the donor's calendar year limit based on the date the matching gift request is entered.

Approved match requests entered by the 15<sup>th</sup> of each month will be paid on the 15<sup>th</sup> of the following month. Checks are printed by Network for Good and Duke Realty will be referenced on the letter that accompanies the check.

### **Contact Information**

For more information, please contact Erika MacLaren at 317.708.8049 or [volunteerandgivingsite@dukerealty.com](mailto: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.