



CHARITABLE CONTRIBUTIONS GUIDELINES

PURPOSE AND PHILOSOPHY

NANA Worley is committed to principles that support our Mission and Core Values.

Our mission:

“To Be Alaska’s Engineering Contractor of Choice for Customers and Staff”

Core Values:

- Honesty and integrity govern our activities.
- Commitments made will be fulfilled.
- All individuals are treated with dignity and respect.

We choose the nonprofit organizations we support as carefully as we choose our business partners working together to share these values.

To achieve our goals, NANA Worley will provide financial support through the contribution of funds or in-kind services to selected non-profit organizations that fit within NANA Worley’s mission and core values.

NANA Worley’s charitable contributions policy gives priority to nonprofit organizations that offer programs, projects and services that will have the greatest impact for NANA Worley employees, clients and NANA shareholders.

Eligible recipients of donations must operate on a not-for-profit basis. The organizations must also be certified for tax-exempt status under the Federal Internal Revenue Code Section 501(c)(3) as charitable organizations, 501(c)(4) as social welfare organizations and 501 (c)(6) as business leagues.

I. Funding Priorities

NANA Worley will consider monetary or in-kind contributions in the following areas, with an emphasis on local vs. national:

Priority Legend:

(L) Low (M) Medium (H) High

A. Culture (M)

Alaska Native and Native American Organizations: Organizations that are owned or operated by Alaska Natives and/or Native Americans that are dedicated to the preservation of the language, culture or traditions of Native Americans.

B. Community Organizations (H)

Community improvement or service agencies such as housing, job training, urban development, youth or recreational organizations, community foundations and associated technical assistance and public policy organizations. (3 Committee Awards = Per Year)

C. Educational Institutions (L)

Schools and other educational institutions in NANA Worley’s region or Alaska that provide programs and services dedicated to NANA Worley employees, clients, Native issues and NANA shareholders.

- E. Environmental and Conservation Organizations (L)**
Environmental and conservation groups that provide programs or services consistent with NANA Worley's values and mission.
- F. Individual Needs (M)**
Under certain circumstances NANA Worley will consider support for individual needs of employees, shareholders and its clients. These may include catastrophic illness, search and rescue efforts, scholarships, sponsorships and memberships.
- G. Social, Health and Human Services Organizations (H)**
Charitable health agencies, shelters for the homeless and abused, drug and alcohol treatment centers, food banks, hospice groups, long-term care facilities, centers providing programs and services for single parents and special events / fund-raisers both locally and nationally.
- H. Trade and Professional Associations (M)**
Associations that have a direct relationship with NANA Worley's business interests.

II. IN-KIND DONATIONS

NANA Worley may, with Senior Management approval, loan employees to provide services that benefit the community through educational programs, social services, the arts and humanities and environmental conservation consistent with NANA Worley's core values and mission statement.

III. GENERAL COMPANY CONTRIBUTION LIMITATIONS

NANA Worley will **not** provide support for the following:

- Organizations whose services are not provided in a geographic area of interest to the company
- Political organizations or campaigns
- Religious organizations (NANA Worley may consider a request from a religious organization if it does **not** solely benefit the church).

IV. DEADLINES

NANA Worley receives requests from organizations throughout the year. Major funding decisions are made periodically throughout the year. Grant recipients will be notified and funds will be distributed in the appropriate funding cycle.



APPLICATION PROCESS

All requests must be in writing and contain the following information:

- A completed application form.
- A one-page cover letter describing the purpose of the grant and any previous grants from NANA Worley.
- Final Report: As part of its contributions policy, NANA Worley requires all recipients to complete a final report, outlining the outcomes of the program, describing its impact on NANA Worley employees, clients or NANA shareholders and how the funds were distributed. Failure to submit a final report may impact any future charitable contributions requests.

SELECTION, EVALUATION AND NOTIFICATION

All proposals are acknowledged and screened. If a proposal does not fit within NANA Worley's guidelines, NANA Worley will notify the applicant by mail.

Requests for funding will be evaluated according to:

- NANA Worley's company contributions priorities and policies.
- Expected outcomes and impact of the contribution.
- Resources requested and available to NANA Worley.

Funding preferences will be given to requests that demonstrate potential for greatest impact on NANA Worley employees, clients and NANA shareholders. Once selections are made, applicants will be notified in writing of the amount of the contribution.

Please submit your application and final report for funding to:

**Charitable Contributions Committee
NANA Worley
3700 Centerpoint Drive, 7th Floor
Anchorage, AK 99503
Ph: (907) 273-3901
Fax: (907) 273-3990**

Via e-mail: Contributions@nanaworleyparsons.com