

# THE NEWFIELD FOUNDATION GRANT INSTRUCTIONS, GUIDELINES AND TIMELINE

## INSTRUCTIONS

- Charities must use the interactive online form to qualify.
- An application is considered complete only when all required documents are uploaded. Failure to do so may result in ineligibility. You may reapply to complete your application, but must do so by the deadline.
- Charities are required to secure a Newfield employee sponsor letter each July and upload it along with the mandatory documentation during the grant cycle: August 1 – August 31 (Noon CST).
- Sponsor replacements are not accepted during the grant cycle.

## GUIDELINES

- The application process does not guarantee funding.
- Evidence of 501(c)3 tax exempt status.
- The Newfield Foundation prefers to fund charities in which our employees are active or sponsor.
- Programs should benefit Newfield's geographical area where it conducts business and should benefit members of those communities.
- All charities must submit applications for grant funding annually.
- Documentation is no longer accepted by email.
- Grants should not duplicate other corporate contributions.

## INELIGIBLE ORGANIZATIONS (INCLUDE BUT MAY NOT BE LIMITED TO):

- National and state organizations
- Political candidates or organizations
- Religious organizations
- Labor and lobby organizations
- For-profit hospitals
- Primary and secondary schools
- Scholarship organizations and private foundations
- Animal/wildlife causes unless for endangered species where Newfield has oil and gas properties