

## **MISSION STATEMENT**

Peckham Industries, Inc. (PII) is committed to supporting the communities in which we work and serve and we provide grants to organizations through the Peckham Family Foundation (PFF). Organizations must submit an application which is reviewed by a panel of employees who serve on the Company's Grants Committee. We support promising programs of Not-For-Profit entities that are closely aligned with the Company's defined charitable contributions guidelines outlined below.

### **Purpose of Policy**

This policy provides specific guidelines and criteria for measuring the appropriateness of solicited and unsolicited charitable contribution requests and to define the process by which PII/PFF will make its decisions and distribute its funds. All requests, solicited or unsolicited, will be reviewed by the Grants Committee. The Grants Committee will meet quarterly.

### **Charitable Focus**

Peckham Industries, Inc. (PII) and The Peckham Family Foundation (PFF) will focus its charitable efforts on programs designed to enhance the quality of life in the community as well as reflecting the values of PII/PFF and its supporting entities. Contribution applications meeting this definition will be considered for, but are not guaranteed funding.

PII/PFF may contribute to community and civic groups that address the following:

- Education
- Community/Civic Organizations
- Arts & Culture

Preference will be given to organizations which are community-based and local in scope. National and international charities are worthy but not the principal focus of our charitable giving.

PII/PFF will not contribute to:

- Faith Based Organizations
- National Organizations (i.e. Salvation Army, Goodwill)
- Political Organizations
- Capital campaigns
- Donations made in exchange for "goods and services"
- Organizations with deficits in each of the two preceding years

## **Eligibility Criteria**

Organizations with programs aligned with the above-mentioned focus should meet the following criteria:

- Organizations must provide a copy of their 501(C)(3) IRS designation or other tax-exempt designation
- Application cannot be received from individuals or faith-based organizations

## **Process**

Organizations seeking funding are required to complete the PII/PFF Charitable Contribution Application and submit the application by mail. The Committee will consider only fully completed applications that are closely aligned with the Company's defined charitable giving guidelines. It is very important to note that **incomplete applications will not be considered.**

The Grants Committee meets quarterly. Applications must be received prior by the following deadlines in order to be reviewed for funding during the current quarter:

February 15<sup>th</sup> for grant applications reviewed in March.

May 15<sup>th</sup> for grant applications reviewed in June.

August 15<sup>th</sup> for grant applications reviewed in September.

November 15<sup>th</sup> for grant applications reviewed in December.

Please send your completed application to:

Peckham Industries, Inc.  
Attn: Grants Committee  
172 Prospect Hill Road  
Brewster, NY 10509

All applicants will receive written decision notification as to the status of your application. If funding is denied applicants have the ability to appeal the Grants Committee's decision. The appeal must come in the form of a written statement as to why you feel your organization warrants special consideration for this grant. Your written appeal must be returned to the Grants Committee within 60 days from the postmark date on your application denial.

Organizations that are funded must issue an IRS letter acknowledging our gift in a timely manner.

Peckham Industries, Inc. and The Peckham Family Foundation reserve the right to make changes to these policies at any time.