

# IN-KIND DONATION

## GRANT APPLICATION GUIDELINES

Effective: April 2024

The In-Kind Donation Grant Program is designed to support organizations interested in obtaining Norfolk Southern materials for projects that align with our focus areas. This grant is for physical donations only, no monetary grants will be disbursed through this program. All grant recipients must be located within the Norfolk Southern territory.

### To be eligible, an organization must meet the below criteria:

- Qualifies as a tax-exempt nonprofit organization based off one of the following charitable criteria:
  - A public 501(c)(3) of the Internal Revenue Code as listed in the IRS Master File
  - A state, county or municipal government entity and seeks funding to serve the needs of the community at large.
- Operate in one of Norfolk Southern's 22-state network
- Located within 30 minutes of NS rail (Note: Priority may be given to organizations closest to our rail)
- Align with Norfolk Southern's [Corporate Giving Focus Areas](#)
- Able to pick up and transport materials within 60 days of approval

### Applications must include the following:

- A valid W9 Federal Form (rev. March 2024)
- A valid 501(c)(3) determination letter from the IRS or letter demonstrating tax exemption status as a state, county, or municipal government entity
- A valid contact email address & phone number for questions regarding grant
- Organization and project documents:
  - Short overview of the organization (major achievements, recent accomplishments, impact, and major donors)
  - Board of Directors listing
  - Latest IRS 990 filings
  - Budget for proposed project

### Applications will not be accepted from:

- Organizations not in the NS territory
- Organizations requesting general operating support (i.e., funding requests for salaries, overhead, rent or utility expenses)
- Organizations that do not have a 501(c)(3) public charity status or are not tax-exempt as a government entity
- Organizations that have a written policy or a history of discrimination against individuals because of their race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status
- Individuals or organizations established to help individuals
- Religious affiliated organizations that do not support the community at large or discriminate based on religion type
- Fraternal organizations
- Political or lobbying organizations
- Fundraising events, telethons, races, or benefits
- Amateur, civic, or professional sports or athletic organizations, clubs, or activities
- Organizations whose programs have an international and/or national scope
- Civic leagues or Chambers of Commerce
- Referral or consulting agencies and organizations