

## **Travelers Community Connection Grants Guidelines & Instructions**

### **OBJECTIVE**

Employee engagement in the community yields benefits to the individual, company and community. Travelers Community Connection Grants encourage employees in all locations across the country to be involved in their communities through partnerships with nonprofit organizations that support overall Community Relations goals and focus areas.

### **CRITERIA**

The employee volunteer project and nonprofit organization must meet the following criteria to be considered for a Travelers Community Connection Grant.

- **Type of Organization:** must be company-designated (see list below) or a charitable organization (designated as a 501(c)3 organization by the IRS or a municipal agency, such as public schools) with a mission aligned with the focus areas noted below.
  - **Education:** Travelers supports initiatives that improve academic and career success for underrepresented youth, specifically targeted at public school children in grades five through 12, in transition to post-secondary education, and in a post-secondary learning environment.
  - **Community Development:** Travelers supports organizations that help to create and maintain stability in our local neighborhoods in support of youth and the broader community.
  - **Arts:** Travelers supports organizations that enrich lives through arts and cultural activities and contribute directly to enhanced academic learning and access for low-income and underserved communities.
  - **Company-designated organizations/events<sup>1</sup>:** National Multiple Sclerosis Society Walk, Juvenile Diabetes Research Foundation Walk, United Way Day of Caring, Junior Achievement, Habitat for Humanity<sup>2</sup>, Rebuilding Together, and U.S. children's camps that are members of the Association of Hole in the Wall Camps.
- **Local senior management approval:** Regional President, Resident Manager, Claim Center Vice President, Claim Call Center Site Director, or Recovery Center Vice President.
- **Volunteer team:** a minimum of five Travelers employees must be committed to participating in the activity to be eligible for consideration.

Please note: Grants will only be made to non-religious, non-political organizations that meet giving standards noted on page 3 of [Grantmaking Guidelines for Travelers and the Travelers Foundation](#).

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<sup>1</sup> Volunteer activities related to planning and/or operating walks, rides, runs, etc. are eligible for Community Connection Grants. Fundraising activities are not eligible.

<sup>2</sup> Nomination forms for Habitat for Humanity building activities should be submitted in January, 2010. Please contact Deb Morris for more information ([dmorris7@travelers.com](mailto:dmorris7@travelers.com), 651.310.7881).

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### **GUIDELINES**

These are other aspects of the volunteer activities that grant reviewers will consider in determining whether grants will be awarded and at what level.

- Business connectivity:
  - Product/service connection
  - Key target market served
  - Ties to recruitment/retention strategy
  - Skill-based volunteering (employees use their business skills/knowledge to assist the organization)
  - Employee development (activity is designed to improve staff skills, teamwork, etc.)
- Need: Priority will be given to organizations and projects that directly serve low-income and/or ethnically or racially underserved communities
- Leveragability:
  - Travelers visibility: potential for media coverage, news releases, visibility to public, employee presence in and to key target markets
  - Volunteer reach: number of employees involved at any given event or over time
  - Builds on existing community relationship(s).
  - Encourages collaboration among nonprofit organizations, private entities and/or public agencies.
- Geographic location: There is no maximum number of grants per office, but we will do our best to provide opportunities for as many individual offices around the country as possible, to avoid concentrating resources too heavily in one area.

### **TO SUBMIT A REQUEST**

Requests must be submitted through [Travelers Community Connection](#) (TCC). A field office representative is responsible for obtaining management approval and submitting the request. Qualifying approvers are: Regional President, Resident Manager, Claim Center Vice President, Claim Call Center Site Director, or Recovery Center Vice President. *Please note:* Funds are limited and, while there is no set maximum number of grants per office, we will do our best to provide opportunities for as many individual offices around the country as possible, to avoid concentrating resources too heavily in one area.

Nomination forms will be available on [TCC](#) beginning October 29, 2009. Application forms for nonprofits will be available beginning November 23, 2009.

### **APPLICATION PROCESS**

- Activities must be in support of charitable organizations (designated as 501(c)3 organizations by the IRS) or municipal agencies, such as public schools.
- Grants may be requested up to \$15,000.

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- A minimum of five Travelers employees must be committed to participating in the activity to be eligible for consideration.
- A nomination form recommending a local nonprofit for funding must be submitted.
- Nomination forms require the approval from one of the following management representatives: Regional President, Resident Manager, Claim Center Vice President or Claim Call Center Site Director, or Recovery Center Vice President.
- Nomination forms are available on TCC and will be reviewed on a rolling basis.
- Submitted nominations will be reviewed by the Community Relations staff and will be approved or declined based on the program criteria and guidelines noted above. If the nomination meets the guidelines, the nominated nonprofit is invited to apply for a Travelers Community Connection Grant. An invitation to apply, however, is not a guarantee of funding.
- The nonprofit and nominating employee will be notified of approval or declination. If approved, payments will be sent directly to the nonprofit within 90 days of notification.
- The project will be listed and managed through TCC. Volunteers are requested to report their hours through TCC.
- A follow up survey to employees for feedback on the volunteer project must be distributed by the employee volunteer coordinator through TCC.

*Please note: Managers maintain discretion in granting time off from work. For questions, please reference the Travelers [Participating in Community Organizations and Activities](#) policy.*