

## Charitable Contributions

Albany Engineered Composites (AEC) is committed to supporting charitable organizations where we work and live . We support a mix of education, community and economic development and environmental programs/activities. This document is intended to answer common questions that arise related to our charitable contributions program.



### Eligibility

#### **Do we have to be a tax-exempt organization to apply?**

Yes. We only consider IRS 501(c) (3) non-profit organizations.

#### **Are donations limited to any one geographical area?**

We focus on charitable programs and community activities where we work and where our employees live.

#### **How do I know if my organization or project is eligible to receive a donation from Albany Engineered Composites?**

AEC's giving is focused on Education, Community and Economic Development and the Environment. See non- eligible organizations below.

#### **What type of organizations or projects would Albany Engineered Composites not fund?**

Examples of support which AEC does not provide funding:

- Individuals
- Capital campaigns, building projects or equipment
- Transportation and travel expenses
- Political organizations
- Religious organizations for religious purposes
- Government agencies
- Loans or investments
- Merchandise promotions, partnerships or advertising
- General awareness campaigns
- Development or production of books, films, videos, television programs, or websites
- Deficit funding

## Application Process

### How do I apply for a donation?

Your first step is to determine that your organization fits within Albany Engineered Composites Charitable Contribution guidelines (see eligibility). Once you have read all of our stated guidelines as well as our frequently asked questions and believe your organization falls within these parameters, you will need to submit an application (download information at the end of this document). Your application Package should include: Application and Cover Letter. A lead time of at least 3 months, prior to your program or event, will allow us to give timely consideration to your request.

### When does Albany Engineered Composites accept requests?

AEC accepts and reviews requests year-round.

### Where do I send my application request?

E-mail completed application and supporting documentation to: [aeccommunity.relations@albint.com](mailto:aeccommunity.relations@albint.com)

### Is all the requested information required for the initial request?

All requested information is required to evaluate an application. Incomplete applications cannot be considered or returned.

### What is Albany Engineered Composites review process?

Once an Application has been received, it will be reviewed to confirm whether the organization falls within the AEC Charitable Guidelines. If the request is accepted for submission to the Charitable Contribution Committee, you might be contacted by staff for any additional information needed. The Committee meets monthly and makes decisions based on several factors, including: type of program; identified community need not otherwise available; indication that evidenced based data will establish measureable results of intended outcomes; community collaboration; broad base of financial support; project budget and operating expenses.

### How do I check on my donation request?

We commit to responding either in writing or by telephone to every request within 4 weeks. Please make certain we have the correct contact information on your request. Based on staffing, we are not able to respond to calls for status checks.

### How will I be contacted regarding the status of my donation request?

A letter, telephone call or e-mail will be sent within 4 weeks of receipt of your request.

## Other Important Items

- We typically do not consider more than one donation request per organization per fiscal year (January-December)
- Define the request for 'measurable results' on the Request application.
- Every program seeking AEC funding is required to clearly define the purpose of the project or program. In the measurable results section of the application, we want to understand the details of what community needs this project or program plans to address and the expected outcome. It is essential that you describe how you will know if your program effected the intended change and realized the intended results.
- Please see Overhead Calculation Document for how to calculate the organization's overhead percentage.
- Because AEC does not seek recognition for our contributions to our communities, we ask for your cooperation in partnering with us prior to any public statements, whether in print or otherwise, which would recognize our contribution. We ask that any organization contact us with any questions regarding proposed AEC recognition.

Please direct questions to: [aeccommunity.relations@albint.com](mailto:aeccommunity.relations@albint.com)

Charitable contributions application and overhead calculation document are both available online at: [www.albint.com/aec-charitable](http://www.albint.com/aec-charitable)

### About Albany Engineered Composites (AEC)

AEC designs, develops, and manufactures advanced composite components. Our core strength is the ability to produce highly tailored components – including 3D, integrated, and complex 2D composite structures. We have specialized research and technology facilities for new technology development and prototype demonstration, as well as integrated product development, continuous improvement, operational excellence, and AS9100C and ISO 9001:2008 manufacturing capabilities to support cost-effective production efforts.



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