

### Affiliated Grants Procedures

All proposed grants from the Foundation to organizations with which a Trustee is associated in the capacity of officer, trustee or employee (“Affiliated Grants”), must be reviewed and approved by the Audit Committee in accordance with these procedures.

- (a) The review and approval of Affiliated Grants must be done either at a meeting of the Committee or by written approval outside of a meeting by e-mail, facsimile or other correspondence. For the approval of Affiliated Grants outside of a meeting, the affirmative vote of a majority of the members of the Committee shall be required and shall constitute the act of the Committee.
- (b) The Secretary of the Foundation will communicate to the members of the Committee, at a meeting, by e-mail, facsimile or otherwise, the recommended proposed Affiliated Grant, including a copy of the Request for Grant Approval (“RGA”) in the Foundation’s standard form and, to the extent not set forth in the RGA, a statement of the nature of the affiliation with the proposed recipient organization of the Trustee in question, a schedule of the Foundation’s past grant support of the organization and a confirmation that the affiliated Trustee was not involved in the grant negotiation. Committee members may request additional information as appropriate, which shall be provided by the Secretary to all members of the Committee, and Foundation program staff will be made available to the Committee upon request.
- (c) For proposed Affiliated Grants that are being considered for written approval outside of a meeting, members of the Committee shall return their votes to the Secretary of the Foundation, who shall keep them on file.

(d) At the Annual Meeting of the Board of Trustees, the Committee shall provide to the Board of Trustees a complete list of all Affiliated Grants and their amounts considered during the previous fiscal year.