

## **CNA Foundation Contribution Program Guidelines**

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The CNA Foundation (the “Foundation”) is the nonprofit private charitable giving entity of CNA insurance companies (“CNA”). The Foundation recognizes the importance of its dedication to the development of communities through civic involvement, volunteerism and the funding of vital programs. It plays an essential role in building stronger relationships with the people we serve. As insurance companies, one of the purposes of CNA is to manage risks. The Foundation also focuses on risk — the risk to those in our communities who lack the skills and economic resources needed to function in today’s society, as well as the risk to a strong economy essential to healthy communities. As a result, the Foundation concentrates its support primarily in programs that focus on:

- Education;
- Work force development; and
- Supporting economically disadvantaged children and families.

### **Education**

The Foundation encourages educational programs that strengthen schools through the advancement of basic curriculum, enhanced learning opportunities and faculty development, as well as nonprofit institutions which advance new ideas that help support a healthy economy.

### **Work Force Development**

The Foundation recognizes that maintaining a qualified labor force is one of the most important issues facing the United States. The Foundation emphasizes programs that enhance the competitiveness of U.S. workers in the global economy and programs that encourage and prepare children, youth and adults for entry into, and success in, the workplace.

### **Support for Economically Disadvantaged**

The Foundation recognizes the importance of supporting the economically disadvantaged in the communities where we live and work. The Foundation invests in programs that enhance the quality of life of the economically disadvantaged and help these children and families through difficult times.

### **Restrictions**

When feasible, the Foundation supports organizations directly rather than through intermediaries. In addition, the Foundation generally restricts its grants to organizations that are (a) duly qualified as tax-exempt in accordance with Internal Revenue Code Section 501(c)(3), and (b) public charities described in Internal Revenue Code Sections 509(a)(1) or 509(a)(2), each as amended from time to time. Further, the following types of grant recipients and activities are generally excluded from receiving Foundation support:

- Organizations that are supporting organizations described in Internal Revenue Code Section 509(a)(3), as amended from time to time;
- Organizations that provide 25% or more of their services outside the United States or its territories (exceptions may be reviewed by the Foundation board on a case-by-case basis);
- Provision of grants to individuals (except employees of Continental Casualty Company and its affiliate, Western Surety Corporation, a subsidiary of CNA Surety Corporation, who are eligible for grants under the Disaster Relief Assistance Program established by the Foundation);

- Political causes, candidates for public office, political organizations or legislative, lobbying or advocacy efforts;
- Professional associations;
- Labor, alumni and fraternal organizations or social clubs;
- Sectarian organizations or denominational religious organizations, except for programs that are broadly promoted, available to anyone and free from religious orientation;
- Organizations that discriminate by race, color, creed, gender, sexual orientation, national origin or disability;
- Endowed chairs or professorships;
- General endowments;
- Participation in advertising books, goodwill advertising, raffles and similar endeavors;
- Purchase of tickets for testimonials or similar benefit events from which only a portion of the ticket prices reaches the beneficiary not-for-profit sponsor;
- Foundations that are grant-making bodies;
- Organizations, programs and projects that pose a potential conflict of interest; and
- Attendance at dinners and golf tournaments.

### **Grant Application Process**

These Guidelines are available on [www.cna.com](http://www.cna.com), as well as CNA's intranet. Additional copies are also available by contacting the individuals identified at the end of these Guidelines. The preferred method of application is for applicants to review these Guidelines and, if appropriate, to submit a proposal including the following:

- Verification that the organization is: (a) duly qualified as tax-exempt in accordance with Internal Revenue Code Section 501(c)(3), as amended from time to time; and (b) a public charity described in Internal Revenue Code Sections 509(a)(1) or 509(a)(2), as amended from time to time;
- A brief description of the organization, its mission and the program or project to be funded, including a needs statement and objectives (please limit this description to a maximum of one page; if needed, more information will be requested);
- The amount requested and rationale;
- A description of the benefits to be realized and the population to be served;
- Plans for evaluating and reporting results;
- The organization's most recent audited financial statements;
- A current budget;
- A list of other contributors and levels of funding; and
- The names and affiliations of the organization's trustees or board of directors.

Requests for funding are accepted year-round. However, grants will be made only in accordance with the Foundation's budgetary guidelines. Proposals must be clear and brief. The Foundation will contact the organization if more information is needed.

Generally, only one request for funding per organization will be considered during the calendar year. The Foundation's determination of an organization's eligibility for consideration does not indicate the availability of resources to fund any grant, nor does it indicate the Foundation's intention make any award to the organization if resources are or become available. Further, the award of a grant does not guarantee the Foundation's future support of any organization.

For more information, qualified organizations may address correspondence to:

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