



# CSX COMMUNITY INVESTMENT GIVING GUIDELINES

CSX has a long history of investing in the communities in which it has a business or employee presence. The company, with the help of its employees, works to establish and maintain close relationships with customers and communities across the CSX network; not only by investing charitable dollars, but time, talent, transportation and in-kind donations as well.

CSX considers grant, sponsorship, volunteer, transportation and in-kind requests from organizations that have been approved by the IRS as 501c3 charities. Government institutions such as fire departments and schools allowed under Internal Revenue Code 170(c) are also eligible.

An on-line application is provided for all requests and is available from January 1 through December 15th of each year. There are no deadlines for applications, but organizations are encouraged to submit all their annual requests at one time each year.

Before Getting Started...

CSX generally does not support the following:

- Telephone and personal solicitations (applicant will be directed to the online application)
- Organizations that fall outside of the CSX service area
- Organizations that do not have an up to date 501c3 status
- Individuals, or travel for an individual
- Religious organizations (except community service projects, such as a soup kitchen)
- Political candidates or lobbying organizations
- Limited constituency organizations, such as a fraternal, labor or veteran's groups
- Endowments
- National conferences
- Anti-business groups or controversial organizations
- Organizations that discriminate based on race, religion, gender, or sexual orientation

## COMMUNITY INVOLVEMENT FOCUS AREAS

CSX's community involvement strategically focuses in a few areas where the company and employee have the most to share externally. These community focus areas include Safety, Environment, Wellness and Community...

### SAFETY

**FOCUS: Railway, Public and Personal Safety**

**EXAMPLES:**

- Providing railroad transportation safety education to all citizens
- Keeping communities safe and providing safe havens for children and young adults to avert dangers and abuse
- Providing safety, CPR and disaster response training
- Meeting equipment and other requirements of first responders

### ENVIRONMENT

**FOCUS: Land, Water and Air Preservation and Restoration**

**EXAMPLES:**

- Teaching environmental stewardship
- Planting eco-friendly trees and plants
- Leading and supporting environmental clean-ups
- Recycling and waste minimization
- Promoting energy efficiency and carbon reduction

### COMMUNITY

**FOCUS: Community Leadership and Service**

**EXAMPLES:**

- Spearheading youth leadership education
- Dropout prevention (helping to reduce school dropout rates)
- Promoting community service
- Supporting programs identified by community leaders as vital for that community's success
- Recognizing civic and charitable employee service

### WELLNESS

**FOCUS: Healthy Lifestyles and Wellness Education**

**EXAMPLES:**

- Encouraging healthy lifestyles
- Promoting disease prevention
- Decreasing childhood obesity
- Driving wellness and preventive health education
- Supporting physical activity programs for children

## FORMS OF SUPPORT INCLUDE

### GRANTS:

Donations to organizations that are eligible to receive charitable donations. The full amount of the request is considered tax-deductible, and no tangible benefits are received by CSX. These requests are reviewed throughout the year, with a goal to respond to each request within 90 days. Grantees are asked to submit a report within one year of the receiving a grant and prior to reapplying. CSX does not generally approve multi-year commitments and the approval of a grant does not guarantee future funding.

### SPONSORSHIPS:

Donations to organizations for a specific program or event where a portion of the request is usually not tax-deductible; such as fundraising dinners, runs etc. The online sponsorship application will require you to identify the portion of the donation that is not tax-deductible.

### VOLUNTEERS:

CSX employs more than 30,000 people who take pride in the work that they do in their jobs and in their communities. From helping kids learn to read, to rebuilding local parks and community centers, CSX volunteers really do make a difference. Requests for volunteers can be posted to CSX's community involvement platform allowing employees learn about volunteer opportunities, track the time they have donated, and request a Dollars for Doers grant up to \$400 annually. This also allows the company to recognize the personal time that its employees have committed to helping others.

### IN-KIND TRANSPORTATION:

CSX donates its containers and rails to provide free transportation of goods for nonprofit organizations across its transportation network. Moving product by rail is environmentally friendly and safe, and can save resources that nonprofits can reallocate towards their charitable mission.

### IN-KIND MATERIALS AND EQUIPMENT:

CSX occasionally donates materials, supplies and used railroad equipment based on availability. The online in-kind application can be used to request the donation of railroad-related items including unused intermodal containers and rail cars. Please note that rail, rail ties and spikes are not available for donation or purchase. Applicants will be contacted if the requested item becomes available within 90 days of their online submittal. At that time, arrangements will be made to transfer possession of the requested item. All applicants will be asked to resubmit their application at a later date if the requested item does not become available within the 90-day period.

## COMMUNITY INVESTMENT FREQUENTLY ASKED QUESTIONS

### **I do not have a 501c3 tax number. Can I still apply?**

CSX limits their donations to organizations that have a valid 501c3 status. Your organization's Employer Identification Number (EIN) and letter of determination will be necessary to complete the application.

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### **Can I come meet with or speak to someone over the phone regarding my request or organization?**

CSX receives thousands of requests for contributions each year from its territory across 23 states and a section of Canada. The volume prevents in-person contact prior to the submittal of the application, but applicants are encouraged to upload additional information into the application such as news articles, annual reports, etc. A member of the CSX Corporate Social Responsibility team will reach out if more information is needed.

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### **Are there deadlines for the applications?**

CSX accepts on-line requests throughout the year, with the exception of a brief suspension of the online application process between December 15th and 31st to prepare for the new year.

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### **How often can I apply?**

Requesting organizations are encouraged to limit their requests to one application a year. An organization that has several fund-raising opportunities may submit them all within one application so that consideration can be given to all at one time.

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### **Will CSX either decline or approve the full amount of my request?**

CSX strives to allocate its resources wisely in order to help worthy organizations that align with its giving focus areas. On occasion, the company will approve partial funding for a request rather than decline the full amount.

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### **How much should I apply for?**

You are encouraged to base your request to meet the needs of your program or project. Please include a breakdown of your budget by the components of the program and the impact of each. Typical grants range between \$2,500 and \$5,000.

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### **How do I know whether the request is a sponsorship or a grant?**

CSX identifies sponsorships as having any portion that is not tax-deductible. Events such as golf outings, runs, and events where fees, tickets or meals are covered as part of the donation are considered sponsorships. The sponsorship application requires the identification of any amount that is not tax-deductible. If the entire amount is tax-deductible (no tangible benefits given to CSX or its employees) then the request is considered a grant.

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## COMMUNITY INVESTMENT FREQUENTLY ASKED QUESTIONS (CONTINUED)

### **How fast will I hear a response?**

Most responses will be provided within a month of the application submittal, but may take up to 90 days.

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### **How do I begin?**

Whether you wish to apply for a grant, sponsorship, volunteers, or in-kind assistance, go to the Giving Gateway by clicking on the following link to complete a brief eligibility quiz: <http://www.beyondourrails.org/community/givinggateway>.

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### **Why is my tax number showing invalid in your system?**

Our system cross-checks the federal tax number which you enter against the IRS database for verification of its charitable status. IRS 501c3 nonprofit status is a requirement to request support.

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### **Can I save my application and complete it later?**

Once you register your charitable organization, you will have a link to the log-in page where you can return to your application to make changes. Once you click submit, you may not make any more changes to the application.

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### **Can I track my grant request?**

You can track the progress of your request by signing into the application website using the same credentials that were entered during registration.

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### **If I have a question about the application...who should we call?**

If you have questions that are not answered through the website, or are having technical problems with the website and form, please contact us through email at [cgsupport@cybergrants.com](mailto:cgsupport@cybergrants.com).

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