



Hormel Foods Charitable Trust Donation Guidelines

As part of the Hormel Foods Corporation corporate giving initiatives, the Hormel Foods Charitable Trust was established to benefit various organizations and projects that emphasize education, hunger and quality-of-life initiatives in and around Hormel Foods plant communities. Since officially becoming a tax-exempt entity, the Charitable Trust has donated millions of dollars to support key areas of focus.

Each year, the Charitable Trust receives more requests for donations than it is able to fund. In order to ensure that funds are distributed to organizations aligned with its mission, the Hormel Foods Contributions Committee reviews and approves proposals fitting specified criteria. The following document outlines the committee structure and schedule, internal criteria for approving proposals and external guidelines.

Committee Structure

Four Hormel Foods officers make up the company's Contributions Committee which is responsible for reviewing and approving request proposals according to its criteria to allocate available funds.

Committee General Practices

By adopting a set of practices from the Minnesota Council of Foundations, the Contributions Committee continues to evaluate, improve and focus the giving of the Charitable Trust.

1. We deal respectfully with applicants and grantees, as well as those seeking information about our programs.
2. We are accessible and respond clearly, promptly and as fairly as possible with information.
3. We publish basic information about our programs, funding priorities and application requirements.
4. We define expected steps in the gift request process and communicate these to applicants.
5. We respect the confidentiality of applicants and use discretion in communicating with others about specific organizations or individuals.
6. We are thoughtful and purposeful in our donations and periodically review and evaluate our mission, priorities and practices.

Committee Schedule

The committee meets quarterly and its review process is continuous. Letters of approval and refusal will be sent as soon as a decision is made.

Guidelines for Donation Requests

We encourage qualified non-profit organizations to submit requests for donations to the Charitable Trust outlining requests within specific areas of focus. Only organizations classified as 501(c)(3) are eligible for support. The following guidelines serve to minimize the number of proposals submitted to the Charitable Trust that do not align with specific areas of focus. Annual donations to a single organization typically do not exceed \$15,000. This results in a more even distribution of funds throughout the communities we support.

Areas of Focus

The following areas are given priority consideration for funding.

Education – Hormel Foods actively supports schools, colleges and other educational initiatives that further local and national education opportunities.

- The Hormel Foods Charitable Trust K-12 Matching Gifts Program matches employee and retiree donations to kindergarten through 12th grade schools ranging from \$25 to \$1,000. A maximum of \$15,000 will be awarded per school, per year.
- The Hormel Foods Charitable Trust Matching Gifts Program for colleges and universities matches employee and retiree donations to approved educational institutions ranging from \$25 to \$10,000 per calendar year. A maximum of \$15,000 will be awarded to any one institution per calendar year.
- Hormel Foods participates in national scholarship programs in partnership with the National Merit Scholarship Corporation, distributing up to 18 four-year scholarships each year.

Hunger – Nationally, Hormel Foods serves as a partner with Feeding America and makes considerable product donations throughout the year in support of hunger relief.

Plant Communities – Hormel Foods wants to serve as a good corporate citizen by contributing to the communities where our employees work, live and interact.

- An annual discretionary budget is established for each plant location to be administered by the plant manager and used for community-related activities.
- On occasion, non-profit organizations may request product donations for fundraising purposes. These requests will be considered for "in-kind" product donations on an individual basis.

What Does Not Qualify

- Organizations that are not classified as 501(c)(3).
- Organizations outside the United States.
- Individual/family requests.
- Organizations falling outside our areas of focus.
- Political campaigns.

How to Apply

Submit a one-page proposal outlining your request to:

Corporate Communications
Hormel Foods Corporation
1 Hormel Place
Austin, MN 55912

or by email to: rjsmith@hormel.com

No phone calls, please.

Your request should include the following information:

- Organization's background and mission (also website address if one is available).
- Contact information for your organization including a contact person, telephone number, address and an email address if one is available.
- Affiliation, if any, to current Hormel Foods employees.
- Type of award requested (product, merchandise or value of a monetary gift).
- How the donation will be used.
- Need-by date.