

CHARITABLE GIVING

Guidelines

The following guidelines cover:

- Our Approach to Charitable Giving
- Eligibility
- Review and Notification Process
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- In-Kind Donations
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Our Approach to Charitable Giving

At Collins Aerospace we seek to make immediate, tangible improvements in the places we live and work, while also making lasting impact on future generations around the world. We call it **Collins in the Community**. This bold approach embodies our company's commitment to solving some of society's toughest challenges.

To maximize our impact locally *and* globally, we align our volunteer activities, civic leadership, and corporate giving around three pillars where we feel uniquely equipped to make a difference:



STEM Education: Inspiring our youth to pursue careers in engineering and technology	Workforce Development: Investing in our current and future workforce	Developing inclusive & environmentally sustainable communities where our employees and customers live and work
Key initiatives:	Key initiatives:	Key initiatives:
Ages 4-18 STEM programming to under-represented populations in engineering & technology	Age 18+ programming to alleviate skill gaps, Developing a diverse and inclusive work environment, Supporting our veteran population	Diversity, Equity and Inclusion, Environmental sustainability

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Eligibility

To be considered for funding, grant requests must meet the following criteria:

- The program or activities for which funds are requested must align with at least one of the Collins Aerospace pillars.
- The recipient organization must be:
 - Registered with our charitable giving management vendor, [Benevity Causes Portal](#)
 - Located within 50 miles of a Collins Aerospace location/site,
 - A permanent, tax-exempt 501(c)3 organization or international equivalent, and
 - Able to provide financial statements from the previous year.

We also accept requests from accredited educational institutions and non-501(c)3 government agencies on a case-by-case basis.

Collins Aerospace employee engagement (current or past) is not required, but strongly preferred (e.g., board membership, volunteer, mentor, etc.).

Funding **will not** be considered for the following purposes:

- Private foundations
- Memorials, endowments, and annual campaigns
- Requests that benefit individuals or families
- Social, labor union, alumni, or trade associations, fraternal or political organizations, or organizations serving a limited constituency
- Sports teams, sports events, sporting capital campaigns, and scholarships designated for athletes
- Gifts, door prizes, or raffles
- Political candidates, campaigns, or organizations
- Faith-based organizations for religious purposes
- Deficit reduction
- Organizations that discriminate based on race, ethnicity, color, religion, sexual orientation, gender identity, gender expression, age, national origin, disability, or veteran status

Review and Notification Process

While Collins Aerospace would like to support all charitable causes, we maximize our impact by prioritizing support of organizations and programs that align with our pillars.

Grant requests are accepted on an ongoing basis and reviewed continuously, with decisions typically rendered within 60 days of submission.

Upon completion of our review process, the applicant will be notified via email regarding the outcome of this review and payment details as applicable.

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Please note:

- In most cases, grant requests should be submitted by the recipient charitable organization (not a Collins Aerospace employee).
- Due to our localized approach to charitable giving, our typical grant size varies from initiative to initiative.
- We are not able to provide technical critiques of proposals.
- Support from Collins Aerospace should not be expected to continue in perpetuity, and declination of a funding request does not reflect a negative appraisal of the organization or the value of its programs and services.
- If funding is approved and awarded over \$50,000, you will need to commit to a donation/grant agreement, which will be sent to you by the Collins Aerospace Corporate Social Responsibility team for signature.

What is Out of Scope for Charitable Giving

The Collins Aerospace charitable giving program is not the approved method to process the following requests, regardless of an organization's nonprofit status:

- Memberships to organizations such as Professional Societies, Semi-professional Societies and Industry Clubs, Trade Associations, Chambers of Commerce, and other clubs where such memberships relate primarily to the business and is considered beneficial to the business
- Any charitable donation that results in a financial benefit to Collins Aerospace valued at 50% or greater of total donation (e.g., gala sponsorship with ticket value is 100% of donation)
- Corporate Sponsorships not run by a 501(c)3 or international equivalent
- College and University research or dissertation projects and sponsored research activities
- Sponsorship of a conference, convention, symposium, airshow or other event hosted by a trade or professional organization
- Raytheon Technologies Employee Assistance Programs/requests
- Sponsorship or donations for individuals or teams for participation in athletic groups or activities, including charity-benefit sporting events (e.g., golf tournaments, walk-a-thons, swim-a-thons, bike-a-thons, races, marches, fun runs, contests, etc.)*

*To support employees who personally engage in these types of charitable initiatives, Raytheon Technologies has a generous matching gift program.

In-Kind Donations

Collins Aerospace may choose to donate company-owned or company-purchased assets instead of cash. To be considered charitable:

- Asset(s) or materials must be valued at over \$500 USD, and
- The recipient of the asset(s) must be permanent, tax-exempt 501(c)3 organization or international equivalent

All in-kind donations must be initiated by a Collins Aerospace site/employee point of contact and documented by the Corporate Social Responsibility team. A Hold Harmless Agreement may apply.

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About the Grant Application

To complete a funding request, the applicant will need to provide details about their organization, such as:

- Mission, vision, leadership (full legal names of senior staff and board of directors) composition, annual budget.
- How the organization uniquely addresses the issue it faces.
- History of funding received from Collins Aerospace, and our parent company, Raytheon Technologies.
- Contact information of any Collins Aerospace employee(s) involved with the organization

The applicant will also need to provide information about the funding request, such as:

- Detailed project/program description, including its purpose, goals and why funding is needed.
- Project/program budget and the funding amount requested.
- Project/program dates, including when the funds are needed.
- Description of the audience or population who will be served or impacted.
- Number of persons directly benefiting from this project/program per year
- Volunteer opportunities the organization or the project/program can potentially provide to Collins Aerospace employees
- Measurable results of this project/program
- Specific visibility opportunities or ways that Collins Aerospace will be recognized.
- Existing community partners and details about all other sources of funding.

Finally, the applicant may need to upload documents related to the organization, which could include:

- **for U.S.-based organizations:** W-9 form, IRS determination letter, 990 form, annual report, program/event brochure, etc.
- **for India-based organizations:** Foreign Contribution Regulation Act (FCRA) Certificate; Most recent FRCA Return in Form FC-3; Registration Certificate under Section 12A of IT Act; GST Registration Certificate (include annexure A & B); Audited Accounts of the last 3 financial years; IT Exemption Certification under Section 35AC or IT Exemption (lifetime validity) Certificate under Section 80G; PAN Registration; Annual Reports of last 3 financial years.
- **for global organizations (based outside of the U.S. or India):** official government document confirming charitable status, annual report, program/event brochure, etc.

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Accessing the Grant Application

As a business unit of Raytheon Technologies, Collins Aerospace uses the [Benevity Versaic](#) system to administer grant requests. All grant requests for consideration must be submitted online through the Versaic grant application form.

1. 501(c)3 organizations requesting funds for a program, project, or event sponsorship must first register with the [Benevity Causes Portal](#).
2. Once the organization is registered, a grant request may be submitted.
 - a. If you are **already a Collins Aerospace community partner** (global or U.S.) you should have received a special invitation link and code to our grant request form. Please reach out to your Collins Aerospace site contact(s) to receive the special link and code. You will need your Benevity Versaic username and password to log in.
 - b. If you are a **U.S.-based organization** and **not yet a Collins Aerospace partner**, we welcome you to apply to our U.S. ad-hoc grant request program. Please use the following link and code:
 - i. U.S. charitable giving request: <https://rtx.versaic.com/>
 - ii. Invitation code: **Collins_US_AdHoc22**
 - c. **If you are an India-based organization**, the grant request program for Collins Aerospace in India is by invitation only. Please reach out to your Collins Aerospace site contact(s) to receive the special link and code. You will need your Benevity Versaic username and password to log in.
 - d. If you are an organization based **outside of the U.S. or India** and **not yet a Collins Aerospace partner**, we welcome you to apply to our global ad-hoc grant request program. Please use the following link and code:
 - i. Global charitable giving request: <https://rtx.versaic.com/>
 - ii. Invitation code: **Collins_Global_AdHoc22**

Benevity Causes Portal

Raytheon Technologies and its subsidiaries (Collins Aerospace) use grants management vendor [Benevity](#) to vet charitable organizations against our charitable giving guidelines.

By registering your nonprofit on the [Benevity Causes Portal](#), you will be able to:

- Submit a Self-Certification Declaration,
- Complete a cause profile, including mission, values, and beneficiaries,
- Indicate payment preferences (EFT deposit, mailed paper check, etc.),
- Export donation details (individual employees and corporate), and
- Include impact stories for potential funders (all of Benevity's clients).

Tutorials on creating your profile with Benevity Causes: [video tutorial](#) or [written instructions](#). You can also submit a support request with Benevity [here](#).

Questions? If you have further questions, please email CorporateSocialResponsibility@collins.com