



## Charitable Contributions Request Guidelines and Process

### Our Approach

Western Refining is proud to support organizations that address vital community needs and issues where we live and work through volunteer programs, education, the arts, and the community's economic well-being. Our goal is to support our local communities and positively impact organizations with the greatest needs.

### How to Apply

We encourage non-profit organizations to review our grant guidelines for the areas we serve.

Donation requests should be made on the "Application for Charitable Contribution" at this [link](#). Completed forms should be submitted to the designated person indicated on the form *at least two months* prior to the date of the program/event support is requested for.

Organizations may only apply for a grant *once* each calendar year. Applications are reviewed by a committee on a case-by-case basis. Being awarded a grant one year does not guarantee that future requests will be approved.

### Eligibility Guidelines

To be considered for a local grant, your organization:

- Must be tax-exempt under section 501(c)(3) of the Internal Revenue Code and not classified as a private foundation.
- Must be based and serve communities where our offices are located and our services are provided.
- Should be aligned with our funding priorities of volunteer programs, education, the arts, and the community's economic well-being.

### We do not provide charitable grants to:

- Organizations that discriminate on the basis of race, gender, religion, veteran, or disability status.
- Organizations or individuals who seek sponsorship for travel expenses, personal educational scholarships, or individual sports competitions.
- Private educational organizations.
- Universities – submit to Corporate Communications for consideration.
- Political organizations.
- Religious affiliated organizations.

Western Refining expects all of its grant recipients to comply with all applicable laws, including those governing tax-exempt status and non-discrimination laws.