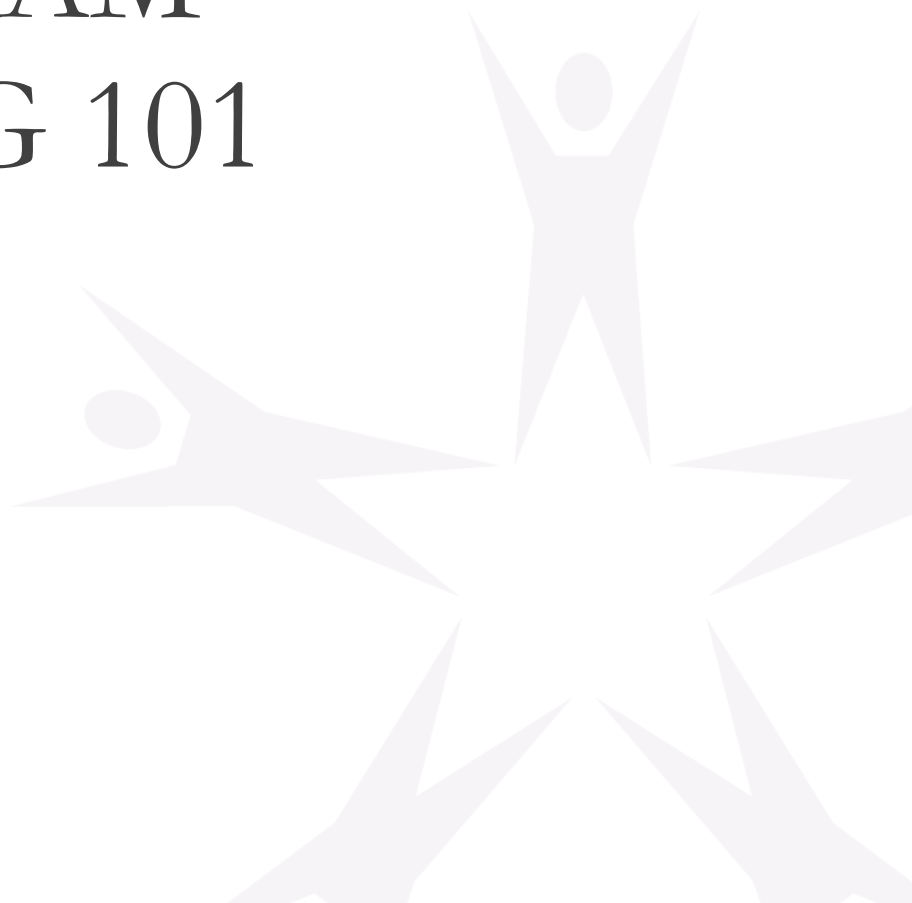




# HILCORP GIVING PROGRAM - GIVING 101



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# HILCORP GIVING PROGRAM OVERVIEW

## Purpose

To encourage a “culture of giving”, the Alaska Community Foundation and Hilcorp Energy Company, Harvest Pipeline Company, Harvest Alaska, LLC, and Hilcorp Alaska, LLC have created a benefit for all full-time employees called “The Hilcorp Giving Program”.

## Eligibility

All full-time Hilcorp Energy Company, Harvest Pipeline Company, Harvest Alaska, LLC, and Hilcorp Alaska, LLC employees.



## Here's how it works

- Enrollment into the program is automatic upon hiring. Payroll Deduction will automatically be set-up during enrollment at \$10 per month. If you choose not to participate, you have 30 days to opt-out by completing the payroll deduction change form.
- The Company's initial contribution of \$2,500 is NOT tax deductible by the employee. The Company's matching donation is NOT tax deductible for the employee.
- Effective on the first day of your fund's inception, Hilcorp will match contributions you make through payroll deduction at the rate of \$1.00 for every \$1.00 you contribute, up to a maximum of \$2,000 a year.
  - Gifts made directly to ACF are **NOT** matched but are accepted.
  - Gifts made through payroll deduction are matched. Donor gifts and Hilcorp's matching gifts will be added to the donor advised funds by the 15th day of the month following the month of the deductions.
- The minimum grant you can make out of your fund is \$100 and you can make grants up to the full balance of your fund at any time.
- Your fund will be closed if there has not been a personal gift made after twelve months or within 60 days after you leave the company.

**DON'T WORRY**  
**YOU ARE NOT**  
**RESPONSIBLE FOR THE FEES.**

## Confidentiality & Tax Considerations

Employee recommended grants are confidential. The Company will receive a generalized report of grants without employee identification.

- The tax deduction is available to you in the year you add money to your donor advised fund. You do not get a tax deduction when you make a grant to a non-profit from your donor advised fund.

## Accessing your Fund

When your fund is opened, you will receive instructions by email from The Alaska Community Foundation that includes a username and password instructions for the Community Donor portal.

## WHAT IS A DONOR ADVISED FUND (DAF)?

For the most active philanthropist, a donor advised fund allows you to support the issues and organizations that you care about. You can recommend grants to multiple organizations and causes throughout the year while receiving administrative support and philanthropic guidance from The Alaska Community Foundation.

### Dos and Don'ts When Granting from Your DAFs

#### A donor-advised fund generally **CAN**:

Support IRS-qualified 501(c)(3) public charities with grant recommendations from your fund.

Choose to be anonymous or not

Support specific fundraising campaigns, uses, or purposes with your grant

Honor or make a grant in memory of someone

#### A donor-advised fund generally **CANNOT**:

Make a grant to fulfill a legally binding pledge/tithe

Support organizations that are not IRS-qualified, 501(c)(3)s (i.e., political groups, crowdfunding campaigns, or private foundations)

Recommend grants that may provide a personal benefit such as tickets, memberships, merchandise, or other items with market value

## PHILANTHROPIC INTERESTS

Use this form to explore the issues that are important to you by marking your level of interest for each topic below

### Explore The Issues Important to You

	1	2	3	4	5
Topic	Not Interested	Not Likely	Perhaps	Likely	Very Interested
<b>Arts &amp; Culture</b>	1	2	3	4	5
<b>Community &amp; Economic Development</b>	1	2	3	4	5
<b>Education &amp; Educational Support</b>	1	2	3	4	5
Literacy	1	2	3	4	5
Workforce Development	1	2	3	4	5
Entrepreneurship	1	2	3	4	5
<b>Environment</b>	1	2	3	4	5
<b>Faith-Based Organizations</b>	1	2	3	4	5
<b>Fishing &amp; Farming</b>	1	2	3	4	5
<b>Health</b>	1	2	3	4	5
Addiction and Recovery	1	2	3	4	5
Medical Research and Treatments	1	2	3	4	5
Mental Health	1	2	3	4	5
<b>Human Rights</b>	1	2	3	4	5
Disability Rights and Issues	1	2	3	4	5
Gender Equity	1	2	3	4	5
Racial Justice/Equity	1	2	3	4	5
<b>Human &amp; Social Services</b>	1	2	3	4	5
Children and Families	1	2	3	4	5
Older Adults	1	2	3	4	5
Sustainable Food Systems & Hunger	1	2	3	4	5
Immigrant and Refugee Issues	1	2	3	4	5
Youth Development and Leadership	1	2	3	4	5
Veteran Services	1	2	3	4	5
<b>Information, Communications &amp; Libraries</b>	1	2	3	4	5
<b>International Relations</b>	1	2	3	4	5
<b>Pets &amp; Animals</b>	1	2	3	4	5
<b>Public Affairs</b>	1	2	3	4	5
Civic Engagement	1	2	3	4	5
<b>Public Safety</b>	1	2	3	4	5
Disaster Relief	1	2	3	4	5
Domestic Violence	1	2	3	4	5
Human Trafficking	1	2	3	4	5
Prison or Criminal Justice Reform	1	2	3	4	5
Violence Prevention	1	2	3	4	5
<b>Recreation &amp; Sports</b>	1	2	3	4	5

## Why is it Important and What Does it Mean to You?

Interest #1: Why is your number one choice important to you and what does it mean to you?

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Interest #2: Why is your number two choice important to you and what does it mean to you?

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Interest #3: Why is your number three choice important to you and what does it mean to you?

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## HOW TO IDENTIFY YOUR PROSPECTIVE GRANTEE

- Existing relationship with organization
  - If you have an existing relationship with an eligible organization, you can search in the Community Donor portal by name.
- Family and Friends
  - If an eligible organization has benefited friends or family members and you would like to support their work, you can search in the Community Donor portal by name.
- Google
  - You can google a specific organization to see if it is eligible for a grant or find the phone number to discuss the eligibility of the organization with a member of its staff or Board.
  - Search more broadly to learn what organizations are working in the field you are interested in supporting in any given region.
- Charity Navigator (<https://www.charitynavigator.org/>)
  - With more than 160,000 nonprofits rated, Charity Navigator's ratings show charitable givers/ social investors how efficiently they believe a charity will use their support today, how well it has sustained its programs and services over time, and their level of commitment to good governance, best practices, and openness with information.
- ACF's Nonprofit Directory (<https://alaskacf.fcsuite.com/erp/donate/list/directory>)
  - ACF has provided a directory of the public charitable nonprofit organizations we have supported over the last three years. The directory includes websites and emails when available for you to learn more directly from the organization.

### What types of organizations can you grant to from your DAF?

- Public charitable organizations (501(c)3 and 501(c)19 organizations that are not private foundations)
- Faith-based organizations
- Tribal organizations
- Local municipal governments & agencies
- Schools

### What types of organizations and activities can you NOT grant to through ACF?

- Individuals
- For-profit businesses
- Civic Leagues, Social Welfare Organizations, and Local Associations of Employees (501(c)4) organizations
- Business Leagues, Chambers of Commerce, Real Estate Boards (501(c)6) organizations
- Non-public charitable organizations (such as private foundations)
- State or federal government agencies
- Grants for endowment building, deficit financing, fundraising, lobbying, electioneering and activities of political nature will not be considered, nor will grants for ads, sponsorships, special events, religious indoctrination, or activities that have the potential to support terrorism.
- Activities that improperly discriminate as to ethnicity, race, culture, age, gender identity/expression, sexual orientation, national origin, economic background/circumstances, physical and/or mental abilities, marital status, citizenship status, philosophy/religion, pregnancy or parenthood, or other factors that describe the essential humanity of all people will not be considered.

# ACCESSING YOUR FUND PORTAL

Go to the bottom section of the front page of ACF's website: [alaskacf.org](http://alaskacf.org)

**CONTACT US**  
3201 C STREET, SUITE 110  
ANCHORAGE, AK 99503  
907.334.6700  
INFO@ALASKACF.ORG  
FINANCE@ALASKACF.ORG  
EIN 92-0155067

**WE PROUDLY MANAGE**  
PICK.CLICK.GIVE  
THE PHILANTHROPY HUB  
BP ENERGY CENTER

**USER LOGINS**  
FUND MANAGEMENT  
GRANTS MANAGEMENT  
SCHOLARSHIP MANAGEMENT  
**HILCORP EMPLOYEE LOGIN**

**ALERT! CHANGE IN GRANT OPTIONS, EFFECTIVE 1/7/2022:**  
IF YOU WISH TO REMAIN ANONYMOUS TO YOUR GRANTEE(S), YOU MUST NOW CHOOSE THE ANONYMOUS OPTION.  
If you do NOT choose the anonymous option, your name AND YOUR MAILING ADDRESS will be shared with your grantee(s). You will be asked to make your selection with each grant recommendation. This provides you the option to be known to some grantees and anonymous to others based on your choices.  
If you wish to be anonymous to ALL grantees for the long-term, please email [Hilcorp@alaskacf.org](mailto:Hilcorp@alaskacf.org). Upon receipt of your email, we will ensure your anonymity.  
This change is being made due to a request from fund holders and grantees. Grantees have expressed a desire to have communications coming from the nonprofits sent directly to them. If you desire to have communications coming from the nonprofits sent directly to them, please email [Hilcorp@alaskacf.org](mailto:Hilcorp@alaskacf.org).

**Hilcorp Employee Login**

**ACF WEBSITE ABOUT ACF NONPROFIT DIRECTORY**

**ALERT! CHANGE IN GRANT OPTIONS, EFFECTIVE 1/7/2022:**

- If you wish to remain anonymous to your grantee(s), you must now choose the anonymous option for every grant you recommend.
- If you do NOT choose the anonymous option, your name AND YOUR MAILING ADDRESS will be shared with your grantee(s).
- You will be asked to make your selection with each grant recommendation. This provides you the option to be known to some grantees and anonymous to others based on your choices.

If you have questions about this change, call our office at (907)334-6700.

**Welcome**  
Granting from your fund is easy. You will receive an email login credentials. If you have not received an email or are unsure how to use the portal, please [contact us](#). We are happy to help.

**Your Charitable Fund**  
Hilcorp establishes a charitable fund for newly eligible employees. Up to \$2,500 will be donated at the employee's direction to a charity of their choice. Hilcorp then matches employee contribution to \$2,000 each year.

**How to Make a Grant**  
For tips on recommending a grant, go to your Fund Manager or see our guide to [How to Identify Grantees](#).  
For video tutorials, see below.

**Employee Fund Login**

**Need Support**  
We are here to assist you in your philanthropic goals. If you have further questions after reviewing the above resources, please [contact us](#).

**Tutorial Videos**  
How to log in to your fundholder portal  
How to make a grant recommendation

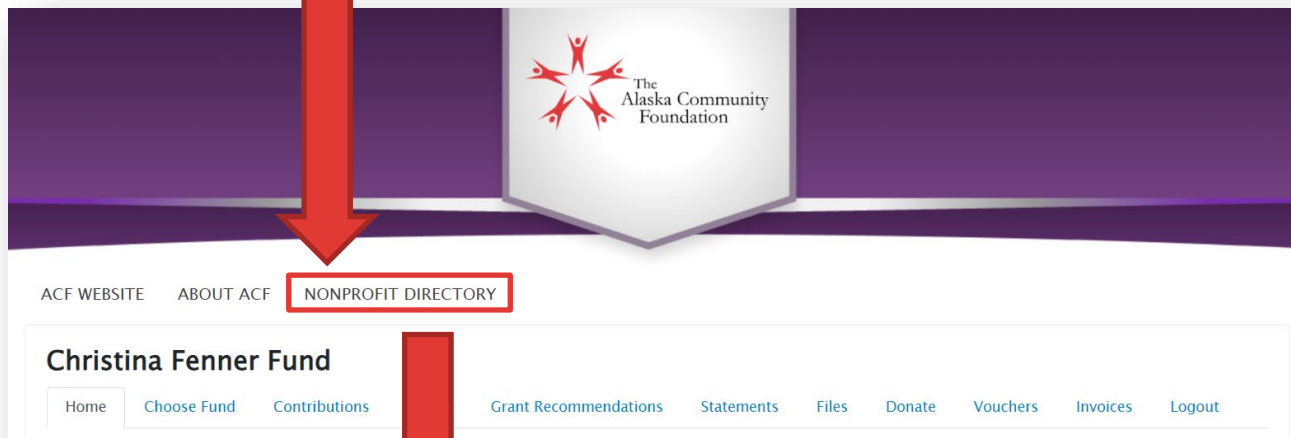
**LOGIN**

If you need to reset your password please click the [Forgot Password](#) link above.

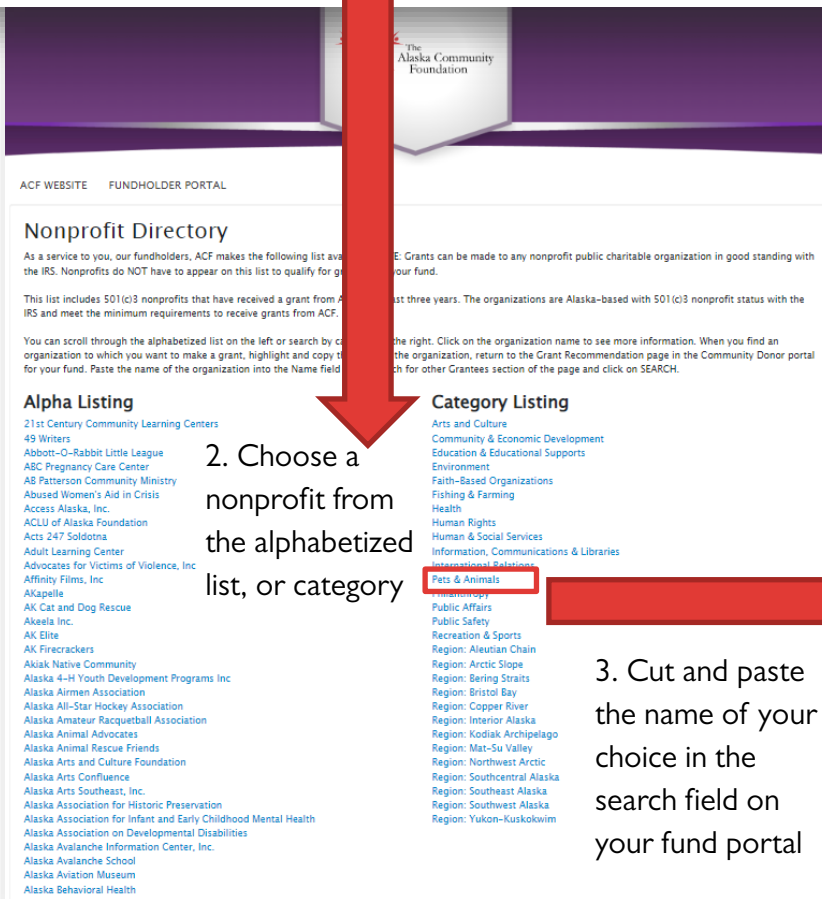


# USING THE ACF NONPROFIT DIRECTORY

1. Click on NONPROFIT DIRECTORY at the top of your fund portal



2. Choose a nonprofit from the alphabetized list, or category



3. Cut and paste the name of your choice in the search field on your fund portal

The screenshot shows the search form on the Christina Fenner Fund portal. It includes a 'Choose from previous Grantee' section with a dropdown menu for 'Grantees you have given to in the past' and a section for 'Other foundation funds'. Below this is a 'Search for other Grantees' section with a 'Name' field containing 'AK Cat and Dog Rescue', and fields for 'City', 'State', and 'Zipcode'. A 'SEARCH' button is located next to the 'State' field. Below the search fields is a section for 'Enter Grantee information manually' with fields for 'Name', 'Address', 'City', 'State', and 'Zipcode'.

# MAKING A GRANT FROM YOUR DAF

**The Alaska Community Foundation**

ACF WEBSITE ABOUT ACF NONPROFIT DIRECTORY

**Christina Fenner Fund**

Home Choose Fund Contributions Grants **Grant Recommendations** Statements Files Donate Vouchers Invoices Logout

**Choose from previous Grantee**

Grantees you have given to in the past

Other foundation funds

or

**Search for other Grantees**

Name

City

State  **SEARCH**

**Enter Grantee information**

Name \*

Address \*

City \*

State \*

Zipcode \*

Phone \*

Email

**1. Select Grant Recommendations**

**2. Add the name of the nonprofit you wish to grant to in the search field**

**3. You can choose to search The Alaska Community Foundation Results. This will show you nonprofits that ACF has granted to before. If you do not find your search there, select GuideStar Results to find your nonprofit then select Create Request:**

**Grantee Search Results for "Best Beginnings"**

**THE ALASKA COMMUNITY FOUNDATION RESULTS** **GUIDESTAR RESULTS**

Name	City	State	EIN
<b>CREATE REQUEST</b> Best Beginnings	Juneau	AK	45-5066055

**4. Enter the purpose of your grant**

**Review New Grant Request**

Grantee

Description

Amount

Anonymous

Additional Instructions

**5. Choose the amount you wish to grant and select Submit Request**

**SUBMIT REQUEST** **EDIT REQUEST**

## “MAX THE MATCH”

The Hilcorp Giving Program offers a \$2,000 annual match of your payroll deduction donations to your DAF. That’s only \$38.50 per week or \$77 per pay period. Consider upleveling your giving so that you can maximize the advantage of doubling your money!

### Share

Tell your giving story to your fellow Hilcorp employees, family, friends, favorite social media and spread awareness.

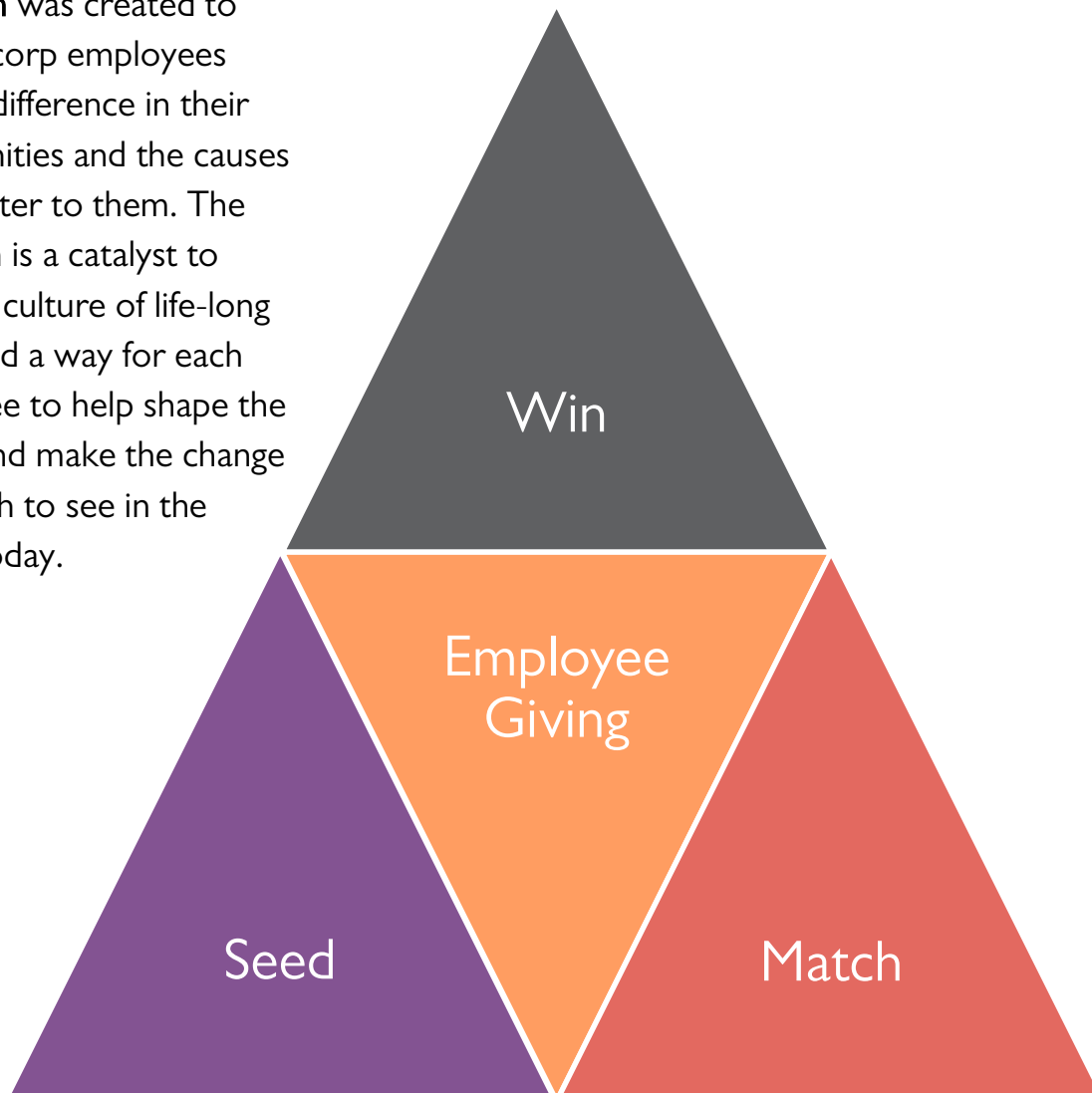
### Get Involved

- Time, Treasure, Talent, Ties
- Volunteer
- Sit on a nonprofit board



## The Hilcorp Giving

**Program** was created to help Hilcorp employees make a difference in their communities and the causes that matter to them. The program is a catalyst to create a culture of life-long giving and a way for each employee to help shape the future and make the change they wish to see in the world today.



## CONTACT US



ACF Website  
[www.alaskacf.org](http://www.alaskacf.org)



Hilcorp Landing Page  
<https://alaskacf.org/hilcorp-employee-login/>



Email us with Questions  
[hilcorp@alaskacf.org](mailto:hilcorp@alaskacf.org)



Call us with Questions  
907.334.6700