DONOR ADVISED FUND GUIDELINES

PURPOSE

OK Community Cares is a fund of Oklahoma Community Credit Union ("Oklahoma Community" or "Credit Union") to help fulfill the Credit Union's mission to enhance the financial well-being of our members and communities. Through this fund we will exhibit our core values of "Knowing, Doing & Caring," by supporting local organizations, schools and community activities that enhance educational opportunities, provide financial literacy, address food insecurities, encourage healthy living and address housing needs.

ADMINISTRATION OF FUND

The OK Community Cares fund is a donor advised fund of the Cornerstone Foundation ("Cornerstone") and will be administered under the guidelines of Cornerstone and Oklahoma Community, as well as any applicable state and federal laws.

Oklahoma Community's Board of Directors will appoint a seven (7) person committee to oversee the fund and make grant recommendations to the Cornerstone Foundation. The committee will be comprised of five (5) voting members and two (2) non-voting, ex-officio members. The voting committee members shall be made up of three (3) members at large that are not currently serving as a volunteer; one (1) currently serving board of director; and one (1) full-time employee of the credit union. The two (2) ex-officio, non-voting members, will be the President/CEO of the Credit Union, or their designee, and the Chief Financial Officer of the Credit Union, or their designee. The President/CEO may also assign other Credit Union employees to perform administrative duties for the committee, such as accepting grant applications, scheduling committee meetings, grant deliveries, marketing/advertising activities, etc.

The committee members will serve one (1) year terms that typically occur from Annual Meeting to Annual Meeting of the Credit Union. The board of directors will appoint or reappoint committee members at the regular meeting immediately following the credit union's Annual Meeting.

The committee will select among themselves a chairperson (who cannot be a board of director or employee of the credit union), vice chairperson, and secretary/treasurer. These positions will be elected at the first meeting of the committee, following the Credit Union's annual meeting. Meetings will be conducted following Robert's Rules of Order. A quorum must be present to conduct business. A quorum will constitute three (3) voting members of the committee being present.

The board of directors may remove a committee member at any time and for any reason by a majority vote of the board of directors. If a committee member resigns or is removed from the committee, the board of directors will appoint a replacement at the next scheduled meeting of the directors.

The committee will meet at least four (4) times per calendar year to review grant applications for funding, the financial status of the fund, and review marketing efforts of the fund. Meetings will take place during the second month of each quarter (February, May, August, November) with a goal of grants being awarded by the third month of each quarter (March, June, September, December). Meetings may be in person at the credit union or held virtually via a platform hosted by the Credit Union.

The committee may also conduct business via email, if a funding request is made outside of the normal review period. The President/CEO of the Credit Union, or their designee, would initiate any vote request by email. A vote by email must be ratified at the next regular committee meeting.

At least one time per year, the committee will provide an update to the board of directors about the activities of the committee and the financial status of the fund.

ELIGIBILITY FOR GRANT AWARDS

To be eligible for an OK Community Cares grant, the requesting organization must operate inside the current service area of the credit union which will be guided by the organization's bylaws.

Grants must be for charitable purposes to any organization described in section 501(c)(3) and 170(b)(A) of the Internal Revenue Code except that Cornerstone does not make grants to private foundations. Most units of government (e.g., public schools, colleges and universities, town and municipal governments, police departments, etc.) may also be considered eligible. Under IRS regulations, the Cornerstone Foundation is considered the legal entity making the grant.

The Internal Revenue Code prohibits grants to individuals from donor advised funds. Also prohibited are grants for political contributions or to support political campaigns. Grants may not result in benefits, goods or services to the donor, the fund advisor, members of their families, and businesses they control. Benefits include the payment of pledges, event tickets, meals, sponsorships, registration fees, discounted merchandise, preferred parking and/or seating, and memberships unless the membership confers nothing of value. Expense reimbursements, loans, compensation, and other similar payments are not permitted from a donor advised fund.

The Cornerstone Foundation does not make grants from donor advised funds, even for charitable purposes, to other types of nonprofit organizations (non-charities) or to businesses. Examples of organizations to which the Cornerstone Foundation will not grant include social welfare organizations 501(c)(4); veterans' organizations; cemeteries; Chambers of Commerce and similar business associations; fraternities and sororities; social clubs; and fraternal organizations such as Elks and Moose.

Houses of worship and faith formation organizations are ineligible (i.e., church), but 501(c)(3) organizations with a foundation in religion, such as Habitat for Humanity and the YMCA, are eligible.

Organizations that discriminate based on race, color, creed, religion, national origin, sex, sexual orientation, gender identity, age, disability, military veteran status, or ethnicity or other category as defined by applicable, state, federal, and local law are not eligible to receive donations from the

Advised Fund, nor those that may compromise Oklahoma Community or the Cornerstone Foundation's integrity and values or that Oklahoma Community or the Cornerstone Foundation deems inappropriate.

Grants from a donor advised fund can support organizations that/who carry out their work in the US and other countries. Donor advised funds cannot support non-US organizations or governmental entities.

In accordance with IRS regulations, grants from donor advised funds may not be used to satisfy an irrevocable personal pledge or obligation of the donor, and no goods or services may be given to the donor by the recipient organization in consideration of a grant. While distributions from donor advised funds may not legally fulfill pledges, you may offer a grant to a charitable organization requesting a pledge.

Organizations are limited to one approved grant per calendar year, unless otherwise approved by the credit union's Board of Directors.

FUNDING

OK Community Cares is funded at the discretion of the board of directors of Oklahoma Community and may be adjusted, amended, suspended or revoked at any time by a majority vote of the directors at a regular or special meeting of the directors.

Members, volunteers and employees of the Credit Union may also make contributions to OK Community Cares through donations or fundraising events hosted by the credit union. Donors are encouraged to consult a tax professional when determining if their contribution is considered tax deductible.

No more than twenty-five (25) percent of the fund's total balance may be distributed during a quarter of the calendar year, unless otherwise approved by the Oklahoma Community Board of Directors. If a grant is considered via email outside of a normally scheduled meeting, it will be added to the grant total for the regular meeting in which the grant was ratified.

DISTRIBUTION OF FUNDS

Organizations that meet the eligibility requirements must complete an application for funding that will be located on the Credit Union's website. Grants will be due by 5:00 pm the last business day of the first month of each quarter (January, April, July, October) and turned into the Credit Union as instructed on the application or Credit Union's website.

Applications will be considered by the committee during a meeting held the second month of each quarter. Applicants will be notified if their application is approved or denied by the last business day of the third month of each quarter.

The committee, at their discretion, may review a grant application outside of that timeline if requested by the applicant.

After a grant is recommended for approval by the committee, Cornerstone will review for final approval. If approved, funds will be distributed to the organization by a check from Cornerstone along with a grant letter.

RECOGNITION FOR FUNDING

While recognition of funding is not required, if the organization wishes to recognize the Credit Union for receiving grant funds, the Credit Union's name will appear as Oklahoma Community Credit Union or Oklahoma Community and may not be otherwise abbreviated or altered. Requests for use of the Credit Union's brand or OK Community Cares brand requires approval of the marketing department or the President/CEO.

The Credit Union may utilize social media, advertising and press releases to local media outlets to showcase the awarding of an OK Community Cares grant distribution. Accepting the grant, will be an acceptance to allow Oklahoma Community CU the ability to publicly announce the grant receival.

LIMITATIONS AND ADJUSTMENTS

The Credit Union reserves the right to review, amend, suspend, and/or terminate this plan at any time. Those completing the OK Community Cares grant application will be responsible for providing accurate information. Should it be deemed by the Credit Union or Cornerstone that inaccurate information was provided to obtain the grant, or learns that grant funds were not used for the purposes that were approved by the committee or board of directors, the credit union or Cornerstone will require funds to be returned to Cornerstone. Returned funds will be placed back into the OK Community Cares fund.