

## State Farm Good Neighbor Grant Information For State Farm Employees only

State Farm will donate a \$500.00 grant to a qualifying non-profit organization when an eligible associate volunteers 40 or more hours within a calendar year for the organization. Bloomington-Normal Swim Club (BNSC) is a qualifying nonprofit 501(C)(3) organization and is eligible for the \$500.00 grant.

All State Farm active employees, agents, and retirees are eligible to participate. A retiree is an individual who retired from the Company in an active status and is eligible for retiree benefits other than retirement/Savings & Thrift payments. Spouses, family members, and staff employees of agents are not eligible. Participants are limited to one grant per calendar year. This means you get only one \$500.00 grant per year no matter how many different organizations you volunteer for or how many hours you volunteer. If you receive any monetary reward or consideration, your hours are not eligible. Submitting for the grant is optional. It is just one means of fund raising for the swim team.

Eligible Hours and types of Service include:

- Must volunteer a minimum of 40 hours for the same organization from January 1 to December 31.
- Volunteer service may include (but not limited to), committee work, swim meet set up/tear down, timing, swim team administrative work, fund raising, etc.

Eligible grant applications are processed for qualifying nonprofit organizations on the following quarterly schedule:

<b>Forms received by:</b>	<b>Gifts are made by:</b>
March 31	April 30
June 30	July 31
September 30	October 31
December 31	January 31

To complete an application for the grant, you can either complete an online form or you can print and mail the form per the instructions on the form. The preferred approach is online. The following steps will take you to the various forms:

### Online

- From the State Farm Intranet Home Page, click on the 'Benefits & Pay' tab.
- Scroll down until you see 'Financial Benefits'
- Click on 'Good Neighbor Grant'
- Click on 'Complete a New Application'
- If you are already not logged in, you will need to follow the login procedures.
- Once you have successfully logged in, you will automatically be brought to the new application request. The 'Organization' field should pre-populate as 'Bloomington Normal Swim Team'.
  - If 'Bloomington Normal Swim Team' does not pre-populate in your "Organization" field follow these instructions:
    - Click the '[here](#)' button.
    - In 'Agency Name' box, type "Bloomington"
    - Click the "Find" box (no need to fill in the remaining boxes)
    - Scroll down until you find "Bloomington Normal Swim Team"
    - Click on "Bloomington Normal Swim Team"

## Online (continued)

- New Application Request page should appear with “Bloomington Normal Swim Team” in the organization field.
- From the Submit a new Request screen, fill in all of the other fields as indicated. They are self explanatory. Remember, Hours has to be at least 40 to qualify. The purpose is not needed since the grant money will go to the swim team.
- Once the form is complete, click on the ‘Enter’ button.
- You will be asked to confirm your work is in compliance with the guidelines of the program. Once you hit ‘Confirm’ you are finished.
- You should be able to track your grant through the ‘History’ button.

**Paper Version** (Note: please do not use this option unless it is the only means for you to submit the request. This request requires more paperwork by everyone.)

- From the State Farm Intranet Home Page, click on the ‘Benefits & Pay’ tab.
- Scroll down until you see ‘Financial Benefits’
- Click on ‘Good Neighbor Grant’
- Click on ‘Download Forms’ and follow the instructions on the screen to print a copy of the form.
- You will need to fill in the top portion of the form.
- Mail the paper form to  
Bloomington-Normal Swim Team  
Attn: Rob Knight  
1004 Ironwood Country Club Drive  
Normal, IL 61761
- Rob will fill in the bottom portion of the form and mail it in to the State Farm Companies Foundation.

If you have any questions while completing the form, please give me a call.

Jamie Slingsby

Work: 766-1789 or

Personal Cell: 309-212-5174 (anytime)