The Xcel Energy Foundation matches all regular full-time or part-time bargaining and nonbargaining employee and retiree gifts, dollar for dollar, to eligible nonprofits and higher education institutions. The Xcel Energy Foundation provides a maximum of $750 per participant each calendar year for donations to qualified nonprofits, and up to $2,000 for donations to qualified higher education institutions.

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Access CyberGrants, Xcel Energy Foundation’s Online Giving Portal:

Through Any Internet or Mobile Device
- To log in here as a first-time user:
  - Select “Create Your Password.”
  - Create an account with your employee ID and password.
  - Create an account with your employee ID and password. If you need your employee ID, contact Corporate Giving at 612-330-1927 or CorporateGiving@Xcelenergy.com.

Submit Your Matching Gift Request in CyberGrants:
1. Click the “Matching Gifts” Image to Select the Program

2. Select Either the 501(C)3 or Higher Education Program
   - Xcel offers two matching gift programs. You can donate to eligible 501C3 nonprofits and request a match up to $750. You can also donate to higher education institutions and request a match up to $2,000.
   - Click on the red “Register your 501(c)3 Nonprofit Gift!” or “Register your Higher Education Gift!” buttons depending on the recipient organization.
3. **Choose How You Would Like to Donate:**
   - Xcel offers a variety of ways to donate and request a matching gift including:
     - Credit card
     - Donate directly to your organization and request a “Match a Previous Donation”
   - Click on the icon to select your donation preference:

   ![Please select one of the following:](image)

   - **Credit Card Donation (501(c)3)**
     - Donate now with your Credit Card
   - **Match a Previous Donation (501(c)3)**
     - Request a match for a past donation

   [Close]

**Credit Card Donations:**

1. **Click “Select” to Choose the Organization You’d Like to Donate To:**
   - Donate to an organization you’ve supported in the past by clicking the red “Select” button from your customized “My Organizations” list. Click “View More” for your full listing.
   - Donate to a new organization by using the “Organization Search.” Type the name of the organization in the search bar. Use the “Advanced Search” link to provide more detailed information to identify the organization (i.e. city, state, EIN). If an organization is not listed, nominate it by entering the organization and EIN number. Visit [www.guidestar.com](http://www.guidestar.com) to look up an organization's EIN.

   ![Organization Search](image)

   ![My Organizations](image)
2. **Enter Your Donation Information**
   - Enter today’s date, donation amount, and match request amount.
   - Note: Organizations that primarily promote politics or religion are not eligible for the 501(c)3 matching gift program. You will need to answer a question about this to determine the eligibility of all 501(c)3 requests.
   - Review the “Certification Statement” and click “I Certify.”
   - After completing the online form, click the red “Save and Proceed” button.

![Form Example](image-url)

- **Today’s Date**
  - 02/25/2020

- **Total Gift Amount**
  - 50

- **Match Amount Requested**
  - 50

- **Designation**
  - If you would like to direct your funds to a specific program or chapter of the organization, enter it here.

- **Does this organization primarily promote politics or religion?**
  - No

- **Certification Statement**
  - I hereby certify that
  - Neither my family nor I will derive any direct or indirect financial or material benefit from this contribution
  - I authorize the above-named recipient organization to report this gift to Xcel Energy for the purpose of applying for a matching gift
  - My gift is a voluntary contribution. It fully complies with the provisions of the program described herein, and it does not represent in any way a fee for a service or benefit
  - Any misrepresentation by me of the statements made herein will forfeit my rights to any matching contributions
  - I have not been nor will I be reimbursed by anyone for this contribution
  - I have read and understood the guidelines of the Xcel Energy Employee Giving programs

- I certify

[Save and Proceed] [Return to Home Page]
3. **Enter Your Credit Card Information & Submit Donation**
   - Enter your billing address, city, state, and zip code.
   - Enter your credit card information, expiration date and CVV.
   - Select the red “Submit” button at the bottom of the page.
   - Your credit card will be charged immediately. A processing fee will be assessed by your credit card company for this transaction. Your donation will be made to the organization by the end of the following month.

4. **Submission Successful – Xcel Energy Foundation Approval Required**
   - The submission page provides you with a unique Matching Gift ID number.
   - All requests are reviewed by the Xcel Energy Foundation for eligibility.
   - You will be notified via email as the review process is completed.
Match a Previous Donation Made Directly to an Organization:

1. Click “Select” to Choose the Organization You Donated to
   a. Register a request to an organization you’ve supported in the past by clicking the red “Select” button from your customized “My Organizations” list. Click “View More” for your full listing.
   b. Register a request to a new organization by using the “Organization Search.” Type the name of the organization in the search bar. Use the “Advanced Search” link to provide more detailed information to identify the organization (i.e. city, state, EIN). If an organization is not listed, nominate it by entering the organization and EIN number. Visit www.guidestar.com to look up an organization’s EIN.

2. Enter Your Previous Donation Information
   a. Enter the date, donation amount, gift type, and match request amount.
   b. Click “Browse” to select the file from your computer. Select “Upload File” and the file will appear as a red hyperlink. Click “Close Window” to return to donation page.
   c. Organizations that primarily promote politics or religion are not eligible for the 501(c)3 matching gift program. You will need to answer a question about this to determine eligibility.
   d. Review the “Certification Statement” and click “I Certify.” Click “Save and Proceed.”
3. **Review Your Information**
   - Review your information for accuracy and click “Submit.”
   - If you need to make any edits, click on “Make a Change.”

4. **Submission Successful – Xcel Energy Foundation Approval Required**
   - The submission page provides you with a unique Matching Gift ID number.
   - All requests are reviewed by the Xcel Energy Foundation for eligibility.
   - You will be notified via email as the review process is completed.

**Additional Actions Available for Matching Gifts:**

**Review Year-to-Date Match Totals**

1. **View Year-to-Date Match Balances**
   - Select either the 501(c)3 Nonprofit Match Summary and Higher Education Match Summary to view current year-to-date match totals and remaining balances.

![Current Payroll Donation Deductions for 501(c)3 & Higher Education Organizations](image)

![Total Match Summary - Year to Date](image)

**Review Pending & Historical Submissions in Your “History Portal”**

- Scroll to the bottom of the Matching Gifts homepage.
- Select the "501(c)3 Giving History" tab to review previously submitted gifts and match requests to 501(c)3 Nonprofits. Click the hyperlink text in the “Description” column to view more details for individual requests. Review the “Status” column for more information on the review and approval process.
- Select the "Higher Education Giving History" tab to review previously submitted gifts and match requests to Higher Education organizations. Click the hyperlink text in the “Description” column to view more details for individual requests. Review the “Status” column for more information on the review and approval process.
- Select the "Matching Gifts Nominations" to view status of organizations you have nominated for participation in the Matching Gifts programs.
Access more Information through the “Program Guideline / FAQ” Tab

- Program FAQs are available at the bottom of the individual program page, as well as at the top of the Employee Giving Portal on the right-hand side.
- Select the “Matching Gifts FAQs” tab for more information about the program.

Additional Questions?
For general support contact Xcel Energy's Corporate Giving department at corporategiving@xcelenergy.com. For technical support contact CyberGrants at xcelenergysupport@cybergrants.com or 844-635-8335.