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- x Ethnic or religious organizations, unless their services or resources are available equally to other groups
- x Requests from third-party fundraisers
- x Film production or publishing activities
- x Conferences, seminars, or workshops with for-profit organizations
- x Travel, accommodation, meal expenses, field trips, or tours for third parties
- x Organizations that discriminate on the basis of race, religion, creed, gender, age, disability, color, sex, national origin, marital status, sexual orientation, gender identity, or citizenship status

In some cases, applications not suitable for community engagement funding may be considered for marketing or business development. This could include:

- x For

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responsible for reviewing and approving requests.

Any requests forwarded by a region to the corporate office for consideration must be approved by the regional leader and senior vice president and should have a broad Company focus. The remaining half of the 1% target of the budget is allocated to the regions and administered regionally. Regional community engagement representatives, regional leaders review and recommend approval of applications for funding. Only those requests reviewed and approved by the regional leader can be allocated to the community engagement budget. ALL charitable donations must be administered through our online tracking tool, Benevity. Please reach out to your [Community Engagement Rep](#) for information about Benevity. Approvals for each opportunity must be in accordance with the [Signing Authority Matrix](#).

Individual regions are responsible for managing and tracking their spending over the course of the fiscal year in the online tool and for so that Corporate can provide complete annual reports of the Company's activities in various internal and external reports.

Application Procedures

Organizations, employees, and clients requesting funding are required to apply using the [application process](#) found on stantec.com.

An initial review will be undertaken at a regional level and/or by our corporate office to determine if the request falls within our funding guidelines and meets the current interest and focus of Stantec's Community Engagement Program. Organizations may be asked to provide additional information before their application is considered. Priority will be given to Stantec employees and clients whose requests fall under our funding guidelines.

In some cases, applications that do not meet community engagement funding guidelines may be considered for marketing or business development opportunities. These requests will be forwarded to the appropriate group for consideration.

Since the Company cannot provide support for all the programs submitted to the Community Engagement Program, we choose organizations that best meet the funding priorities and guidelines determined annually by senior leadership. We may decline investing in a worthy program if we have already committed to budget for other funding priorities.

Responding to requests for funding

Approval and decline letters are sent via our ml arCitand munity

