

# ACT CORPORATE GIVING PROGRAM



## Application Guidelines and Procedures

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ACT empowers individuals to achieve education and workplace success. As an extension of our mission, we provide financial and volunteer support to the community through initiatives that support our education and workplace efforts. ACT's Corporate Giving Program provides charitable donations to the communities where ACT team members live or work, and the donations are directed to areas where the most impact will be made.

### SPECIAL INTEREST AREAS

The Corporate Giving Program focuses on:

**Education**—outreach and education programs for underprivileged and underrepresented people and institutions that focus on education and technology innovation.

**Human and Social Needs**—programs that provide social services and support the health and welfare of children and families in need, including local organizations that provide a safe haven and nurturing environment to families and children in crisis.

**Disaster Relief**—assistance when disasters require quick action to save lives and lessen devastating impact.

**Community Betterment**—community development projects that encourage wellness, revitalization, or sustainability and/or improve the quality of life in our communities.

ACT will remain flexible enough to respond to unique challenges, ideas, and projects that lie beyond the program's established focus areas, as long as these projects fulfill our mission to improve lives and strengthen communities.

### GENERAL FUNDING AND COMPLIANCE GUIDELINES

To be eligible for funding from ACT, organizations must meet the following criteria:

- Provide services in a community in which ACT team members reside or work
- Possess and provide a valid Tax Payer ID
- Provide health, welfare, social service, or education programs or services in the community
- Respond to a proven community need (as demonstrated in the organization's request to ACT)
- Produce audited annual financial statements upon request
- Must use the funding only for charitable purposes
- Must use the funding only for the purpose(s) described in the application
- Must represent and warrant to ACT that the organization is, and will remain in, compliance with all federal, state, and local laws, rules and regulations
- Must agree that the organization will not promote or engage in violence or terrorism, nor make sub-grants or give funding to any entity that engages in these activities

## INELIGIBLE FUNDING/REQUESTS

ACT's Corporate Giving Program will not approve funding proposals that:

- Benefit specific individuals, such as an individual applying for funding to pay for their education, trip, workshop, fellowship, etc.
- Support any specific or individual, private, for-profit enterprise.
- Support political or legislative organizations, parties, or events.
- Promote or oppose the election of any candidate for any office, or to personally benefit any elected official, or to promote or defeat any ballot measure.
- Support lobby groups.
- Support an organization not registered with the Internal Revenue Service.
- Benefit religious or sectarian organizations (unless the request is specifically for an educational or social service program offered to the public on a non-discriminatory basis and without regard to the recipient's religious affiliation).
- Contribute to debt-reduction campaigns.
- Replace an organization's existing, long-term source of funding.
- Fund operating deficits or providing long-term operating support.
- Support any organization that is not in compliance with the terms and purposes of any prior funds awarded by ACT. If the organization has violated the terms of any prior contribution agreement, the organization will be considered ineligible until such violation has been resolved.

**Non-Discrimination Practices:** ACT will not fund organizations that in their by-laws, policies, or practices discriminate on the basis of race, color, religion, age, sex, national origin, ancestry, physical or mental disability, medical condition, veteran status, marital status, sexual orientation or gender identity, or any other basis prohibited by applicable law.

## FUNDING CYCLE

The ACT Corporate Giving Program is funded throughout the fiscal year, which runs September 1 to August 31. Organizations that do not receive an approval letter stating a multi-year commitment to funding must submit a new request for funding annually. Our goal is to respond to requests within 60 days.

## APPLICATION PROCEDURES

1. Applicants must complete the application form. The application should include a complete description of the project including:
  - a. goals and objectives;
  - b. identification of specific project outcomes, along with plans for achieving goals;
  - c. explanation of the project need;
  - d. timeline for implementation, including start date and expected end date;
  - e. documentation regarding past or present attempts by the applicant and others to address the designated need.

2. Applicants must allow a minimum of 60 business days for the Corporate Giving Committee to make its decision.
3. Applicants must submit an IRS determination letter and W-9 certifying the organization's Taxpayer Identification Number. The name of the organization must be the same on the application, IRS determination letter, and W-9 to be eligible to receive funding.
4. Organizations are strongly encouraged to submit an annual funding request rather than multiple funding requests throughout the year. One request per fiscal year will be granted to an organization.
5. If the organization is applying for funds for any program/project that involves property not owned or operated by the applicant, the applicant must provide authorization from the owner or operator of the facility. If the program/project will take place on city, county, or school property, or with their equipment, the project must be included in an authorizing resolution from those governmental bodies. The authorizing resolution must be approved prior to the application submission.
6. ACT's Corporate Giving Committee will evaluate each application based on the criteria and guidelines set forth in this document.
7. ACT's Corporate Giving Committee reserves the right to request additional information or clarification prior to making its decision on funding. Such information may include, but is not limited to, the organization's budget and financial statements, documentation of confirmed matching funds, bylaws, governing body, etc.
8. Applicant must also be prepared to make an in-person presentation to ACT's Corporate Giving Committee, if requested.
9. ACT reserves the right to change its funding guidelines at any time, for any reason.
10. Exceptions to the guidelines set forth will be made at the sole discretion of ACT and/or its Corporate Giving Committee.

If you have additional questions after reviewing the application guidelines and procedures, please contact us at [Corporate.Giving@act.org](mailto:Corporate.Giving@act.org).