

# ACT GIVING PROGRAM



## Application Guidelines and Procedures

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ACT's mission is to help people achieve education and workplace success. As an extension of our mission, we provide financial support through initiatives that support our education and workplace efforts.

### SPECIAL INTEREST AREAS

The ACT Giving Program focuses on:

**Local 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.

**Cultural and Artistic Enrichment**—programs that build audiences for the arts and promote the arts in education.

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

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

**Diversity and Inclusion**—programs and projects connecting ACT's diversity and inclusion priorities with all team members and community members. ACT places a high value on ensuring all feel welcomed, understood, and encouraged to grow.

ACT will remain flexible 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 ACT funding, organizations must meet the following criteria:

- 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
- Use the funding only for the purpose(s) described in the application
- 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

## LIMITATIONS

As a general practice, ACT's Giving Committee refrains from funding:

- Salary and benefits expenses
  - Stipends/honorariums/consultants: honorarium or stipend for a vendor/consultant to provide training is a payment for services – not salary or benefits for the consultant. 'Salary' prohibition does not apply to an organization that needs the funds to hire a trainer for that organization.
- Events/projects with a solely athletic focus
- School/program-related advertising
- Prom events
- Door prizes or raffles

## 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 Giving Program is funded throughout the fiscal year, which runs September 1 to August 31. Organizations are eligible to receive funding from ACT one time during each funding cycle. Organizations should keep in mind that receipt of funding one time does not guarantee future funding. Our goal is to respond to requests within 60 days.

## **APPLICATION PROCEDURES**

1. All organizations seeking funding from ACT's Corporate Giving Program must complete the application form. Successful applications will include a complete description of the project including:
  - a. explanation of the impact of the funding (providing evidence such as data, testimonials, etc.);
  - b. identification of specific project goals and outcomes, along with plans for achieving goals;
  - c. explanation of the project needs as well as any past or present attempts to address the designated need;
  - d. explanation of how the project will address the special interest area(s) as defined in the guidelines;
  - e. identification of anything the organization would like ACT to provide aside from funding; and
  - f. timeline for implementation, including start date and expected end date.
2. Applicants should allow a minimum of 60 business days for the ACT Giving Committee to make its decision.
3. Applicants must submit both an IRS determination letter and a W-9 certifying the organization's Taxpayer Identification Number.
4. The name of the organization must be the same on the application, IRS determination letter, and W-9 to be eligible to receive funding.
5. Organizations should submit a single funding request rather than multiple funding requests throughout the funding cycle.
6. 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.
7. ACT's Giving Committee will evaluate each application based on the criteria and guidelines set forth in this document.
8. ACT's 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.

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 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).