



GIVE SOMETHING BACK COMMUNITY FUND

Guidelines and Application Form

BACKGROUND

Give Something Back Business Products is a full service office products and printing company that donates profits back to the community. Every year, the company makes donations to nonprofit groups in its service areas throughout California.

Contributions are made primarily through the Give Something Back Customer Ballot, a list of qualifying non-profit organizations, which is presented once a year to the company's customers. Those organizations which receive the highest number of votes get the largest contributions.

HOW TO QUALIFY FOR THE BALLOT

Give Something Back supports non-profit organizations working in the following areas:

Environment:

Promoting environmentally sustainable practices that preserve and restore the quality of natural and human environments.

Health:

Promoting healthy communities and improving the physical and mental well-being of vulnerable individuals.

Arts and Culture:

Promoting the creation, appreciation and accessibility of a rich mixture of arts and culture.

Community Needs:

Improving the quality of life, particularly in communities in need and among individuals at risk because of age, economic status, disability or discrimination.

Education:

Developing the capacity of individuals to be self-motivated and self-directed learners, with particular emphasis on children and youth and on job training efforts. Includes support for youth development programs.

HOW TO APPLY

In order to be considered for inclusion on the Customer Ballot, nonprofit organizations must complete the following application. Organizations listed on the ballot will be updated on an annual basis. Qualifying organizations may also be considered for contributions directed by Give Something Back employees. Each application must be accompanied by a copy of the applicant organization's IRS 501 (c) (3) exemption ruling. **Deadline for submission: April 30 every year.** Inquiries may be directed to Communityfund@givesomethingback.com or to the Community Relations Office at 510-635-5500.

SEND APPLICATIONS TO:

For SF/Bay Area & San Diego area:

East Bay Community Foundation/Give
Something Back Community Fund
200 Frank Ogawa Plaza
Oakland, CA 94612
(510) 836-3223

For the greater Sacramento area:

Give Something Back Community Fund/
Sacramento Region Community Foundation
740 University Avenue, Suite 110
Sacramento, CA 95825
(916) 921-7723



Community Fund Application

You may re-create this form on your computer, but please limit responses to the space allotted.

Date _____

Applicant Organization _____ Phone _____

Address _____

Contact Person _____ Title _____ Phone _____

Email address: _____ Website address: _____

Total Agency Budget: Current FY \$ _____ Prior FY (actual) \$ _____

Geographic area(s) served, by county: _____

Services provided in the following area: Arts & Culture Community Needs Education
 Environment Health

1. What is your organization's mission or purpose? Please limit your description to 1-2 sentences for inclusion in the Give Something Back Customer Ballot.

2. Describe the population you serve (e.g., consumers, members, clients, audience, patients, target group). Include demographic information or other relevant characteristics about the population being served.

3. Please list your major projects, programs or services.

Please complete the budget form on the reverse side of this application. Remember to submit a copy of your IRS 501 (c) (3) ruling with your completed application.

ORGANIZATION/PROJECT BUDGET

You may use your own spreadsheet software with similar format or fill out this form by hand (please print).

Applicant Organization _____

Project Name (if applicable) _____

EXPENDITURES

Salaries of key personnel - If less than full time, provide percentage in brackets

_____	()
_____	()
_____	()
_____	()
_____	()
_____	()
_____	()
_____	()
_____	()
_____	()

Subtotal -- All Salaries _____

Fringe Benefits -- All Salaries (%) _____

Professional Fees:

_____	()
_____	()
_____	()
_____	()

Subtotal Fees _____

Total Personnel Expenses _____

Non-Personnel Expenses:

Total Non-Personnel Expenses _____

GRAND TOTAL -- ALL EXPENSES _____

INCOME

Earned Sources

Total Earned Income _____

Contributed Sources

Total Contributed Income _____

TOTAL INCOME _____

Budget Prepared By: _____

Title _____

Phone _____