Community Grants Application Form

IMPORTANT INFORMATION:

To be eligible for a Community Grant, **IBM employees/retirees are required to register their volunteer hours on the On Demand Community web site**. In addition, the requestor (IBM employee / retiree), recipient organization and volunteer project must meet eligibility requirements which are outlined online Community Grants Program description.

While it is understood that you are applying for a Community Grant because of your volunteer efforts, you should know that all grants made on behalf of the IBM Corporation, including Community Grants, must be independent of any sales or marketing proposals or transactions with the eligible organization or any company affiliated with an officer or director of this eligible organization. Grants cannot be made to influence this eligible organization or its officers, or directors to gain an improper advantage for IBM or to win business for IBM. This is in accordance with IBM Corporate Organization Letter 110. If you are applying for a grant solely based on your volunteer efforts without any of the above intentions, then you may proceed.

Please complete this form and sign the Requestor Certification Clause on page 4. Completion of this form by the requester is verification that all the information is accurate and in compliance with the terms and conditions of the program.

Email your completed and signed Community Grant Application to:

Please allow 25 days for application review and approval, then 4-6 weeks for a cheque to be issued and delivered to the recipient organization. You may receive requests for additional information throughout the review process. Your timely response will ensure we are able to process your grant within the specified amount of time. You will be notified when your application has been approved.

GRANT CHECKLIST:

Use this check list to confirm you have completed the necessary requirements to apply for an IBM Community Grant and have the information needed to complete the application.

- ☐ Log your volunteer hours in the On Demand Community
- ☐ Some grant levels require you to post you volunteer activity in VAM (Volunteer Activity Management). Click here for eligibility requirements.
- ☐ Complete the Grant Application Form, including the details of the recipient organization's mission, how the grant will be used, and your volunteerism.
- ☐ Certify all information is true and accurate by signing the "Requestor Certification Clause" on the last page of the Grant Application Form. (This can be done electronically by clicking on the red arrow in the signature box)

Follow 1, 2 or 3 depending on type of grant recipient organization:

1. RECIPIENT ORGANIZATION IS A CHARITY:

- ☐ The recipient organization must be a registered charity with a valid CRA number. (Canada Revenue Agency CRA Look-up)
- ☐ Complete the Affirmation of Compliance with the details of the recipient organization and have it signed by the organization's President/CEO, CFO, Secretary or Administrator.
  NOTE: The address on the affirmation must match the address registered to the CRA number for the organization

2. RECIPIENT ORGANIZATION IS A SCHOOL:

- ☐ Certify the recipient meets the criteria of a public agency by signing the "Requestor Certification Clause" on the last page of the application form.
- ☐ Complete the Affirmation of Compliance with the details of the school board of the recipient school and have it signed by the Principal.
  Please include the school name on the Affirmation of Compliance.
  NOTE: The address on the affirmation must match the address registered to the CRA number for the school board.

3. RECIPIENT ORGANIZATION IS ANOTHER PUBLIC OFFICE (municipalities, libraries, etc):

- ☐ Certify the recipient meets the criteria of a public agency by signing the "Requestor Certification Clause" on the last page.
- ☐ Complete the Affirmation of Compliance with the details of the municipal office or library and have it signed by the Administrator or municipal leader.

APPLICATION DEADLINE:

Complete grant applications must be received by September 30th in order to be processed in the same calendar year. Applications received after September 30th will need to be resubmitted in the next calendar year. Volunteer hours from the current and previous year can be applied to the grant request, as long as the hours have not been applied to a previous submission.

Community Grants Application Form

REQUESTOR INFORMATION:

☐ **Current Employee**   ☐ **Retiree**

Name: _____   Street address: _____

Serial number: _____   City: _____

Telephone: _____   Prov: _____

Email address: _____   Postal: _____

RECIPIENT ORGANIZATION INFORMATION:

Organization Name: _____   CRA #: _____

Contact Name: _____   Street address: _____

Contact Title: _____   City: _____

Contact Tel: _____   Prov: _____

Contact Email: _____   Postal: _____

*The address provided must match address registered against CRA. In the case of school's the address should match the CRA registered School Board. Please include both the School Board, and the specific School in the Organization Name field above.

RECIPIENT ORGANIZATION MISSION: (250 WORD MAX)

HOW WILL THE RECIPIENT ORGANIZATION USE THIS IBM COMMUNITY GRANT?
Be specific about the purchases that will be made using the grant in the space provided. Click here to review project eligibility.

Community Grants Application Form

VOLUNTEER ACTIVITY DETAILS:

Volunteer hours may be carried over for one calendar year. Employees and retirees are eligible to apply for one community grant per year. Volunteer hours can only be applied to one grant application.

ARE YOU APPLYING FOR THIS GRANT AS AN INDIVIDUAL OR TEAM?

☐ I am applying as an individual

☐ I am applying on behalf of a team. Please list all IBM team members on the form provided in Appendix A.

PROVIDE THE NUMBER OF HOURS YOU, OR YOUR TEAM, HAVE LOGGED IN ODC IN THIS CALENDAR YEAR:

Individual: Team:

☐ 40 – 100 hours   ☐ 100 – 200 hours

☐ 100 hours or more   ☐ 200 hours or more

DID YOU POST YOUR VOLUNTEER ACTIVITY IN VAM* (VOLUNTEER ACTIVITY MANAGEMENT)?

*VAM requirement not applicable to all grant levels. Click here to reference eligibility requirements on online.

☐ YES, I posted my activity in VAM

☐ NO, I did not post my activity in VAM

DESCRIBE THE NATURE OF YOUR VOLUNTEER ACTIVITY FOR THIS RECEIPIENT ORGANIZATION: (250 WORD MAX)

DID YOU USE AN APPROVED ACTIVITY KIT OR YOUR PROFESSIONAL SKILLS* DURING YOUR VOLUNTEER ACTIVITY?

*Activity Kit or Professional Skills requirement not applicable to all grant levels. Click here to reference eligibility requirements on online.

☐ YES, I used an approved Activity Kit or Professional Skills

☐ NO, I did not use an approved activity kit or Professional Skills.

If yes, provide the name of the Activity Kit, or describe the Professional Skills used during your volunteer activity:

Community Grants Application Form

APPEDIX A: VOLUNTEER TEAM LISTING

Provide the following details for each IBM employee who participated in your volunteer activity. By including a team member on this list, you certify that they have logged the hours indicated in the On Demand Community.

Last Name, First Name	Serial #	E-mail Address (jsmith@ca.ibm.com)	Hours logged:
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
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24.			
25.			

Community Grants Application Form

REQUESTOR CERTIFICATION CLAUSE:

Please read the following Requestor Certification Clause carefully before submitting your application:

By completing the IBM Community Grants application form, you certify that all of the information contained in it is true and accurate to the best of your knowledge.

If you are applying on behalf of a team, you confirm that you have received the consent of the participating employees to provide their personal information for the purposes of the Community Grants Program.

If you are applying for a grant for a school, library, municipality or other public agency, you confirm that the recipient organization does not require an Affirmation of Compliance as it meets the criteria of public agency.

By completing the IBM Community Grants application form, you certify that you have read the IBM Community Grants documentation and understand that if this application contains false, deceptive or misleading information, you may be subject to loss of eligibility under the program or disciplinary action which could include dismissal.

By completing the IBM Community Grants application form, you certify that the information acquired and contained in the application form can be used by IBM Corporation, IBM Canada Ltd, and its affiliates for the purpose of the administration of the Community Grants Program.

I certify that this particular community grant request is independent of any sales or marketing proposals or transactions with the eligible organization or any company affiliated with an officer or director of this eligible organization. The community grant is not intended to influence this eligible organization or its officers or directors to gain an improper advantage for IBM or to win IBM business for IBM.

I further certify that I have read the community grants documentation and understand that if this application contains false, deceptive or misleading information, I may be subject to loss of eligibility under the program or disciplinary action which could include dismissal.

I certify that I have read and understand the Requester Certification clause:

Employee/Retiree signature ⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯ Date ⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯