

FUND FOR COMMUNITY SERVICE APPLICATION

Request Form:

Requester completion of the Fund for Community Service Request is certification that the requester has read the Fund for Community Service program description and understands that if this application contains false, deceptive or misleading information, the requester may be subject to loss of eligibility under the program or disciplinary action which could include dismissal.

For e -mentoring grants please use the Online Mentoring Activities Form (see project eligibility).

Note: This form can either be completed online and sent via Lotus Notes to your Fund Administrator or printed out and mailed to them. 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.

Requester Data:

Employee/Retiree Last Name _____ First _____ Mid Init _____
Serial number _____ Node/ID _____
Work Telephone () _____ - _____ T/L _____ Home Telephone () _____ - _____
Employee/Retiree Home Address: _____
_____ City _____ State _____ Zip _____

Employee/Retiree Signature _____ Date _____
Requester (x one): 1. Employee ___ 2. Retiree ___

** For Team Award Request please add additional Requestor Data at end of form (names/hrs):
Division number _____ (If retiree, leave blank)

Organization Data:

Name of Community Service Organization: _____
Attention: _____ Title _____
Street Address: _____ City _____ State _____ Zip Code _____
Phone # (somebody can be reached) () _____ - _____ FAX # () _____ - _____
If this grant is approved, may IBM publicize it? (x one): Yes ___ No ___
If yes, contact name _____ Phone # () _____ - _____
List of previous grants and amount, if applicable, over last 4 years:

Grant Request:

Cash \$ _____ Cannot exceed \$1,000 (see Grant Amounts) - or -
IBM PC Products: See available equipment for equipment descriptions or
printer configuration name: _____

Note: You may order a system or printer, but not both.

Team Award Equipment _____ Cash \$ _____ Cannot exceed \$5,000

Approval (Completed by Office of Approval):

Fund Administrator Signature _____ Date _____
Donee Number _____ Issue Code _____ Approval Office _____
Cash Amount Approved: \$ _____ Eqmt Cost: Internal \$ _____ External \$ _____
Approving Manager Signature _____ Date _____
Manager Signature for Team Award _____ Date _____
Proposal Number _____ Mailed WCS Administration _____

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FUND FOR COMMUNITY SERVICE REQUEST

Note: These questions are taken from the "How to Apply for a Grant" section located in this document.

1. A description of the organization (attach supporting documentation if applicable):

2. Attach a copy of the IRS letter stating that it is tax-exempt under section 501(c)(3) of the Internal Revenue code (this does not apply to public schools and colleges).

Note: 501(c)(4) organizations are sometimes eligible...please contact your Fund Administrator.

3. Summary of prior FCS grants over last four years:

4. A description of the project, its goals, its itemized cost and the need for IBM support:

Note: If requesting cash, justify the amount needed for the project (if less than \$1,000, then only that amount will be granted).

5a. How long have you been an active member of the organization? _____

5b. Volunteerism justification? Positions held, dates, and/or other significant tasks.

5c. On average, how much time per month are you volunteering?

Last six months: _____ Last twelve months: _____

6. Optional

Are you a 1st time applicant ? _____ (Y/N) How long have you been employed by IBM ? _____ yrs.

** Team Award Additional Data:
