



GIVE Team Program Grant Application Guide

About the Program

The GIVE (*Grantmaking and Inspiring Volunteerism Everywhere*) Team program was developed to support nonprofit organizations/ngos in communities throughout the world where eBay employees live and work. To expand its grantmaking globally, eBay Foundation formed GIVE Teams, employee committees responsible for assessing local needs and recommending nonprofits/ngos that eBay Foundation should support with grants. GIVE Teams also support volunteerism by promoting local volunteer opportunities.

Through the program, eBay employees are invited to recommend charities to the GIVE Team. Any qualified charitable organization that employees are aware of, involved in or simply feel passionate about can be nominated. Charities need **NOT** be limited to organizations that fit within any specific focus area, although they must fit the eligibility guidelines outlined here.

In addition, grants will be awarded to organizations for specific programs or projects and not for general operating support such as fundraising events, office space or administrative expenses. Some examples of specific projects eBay Foundation has supported in the past include: a food pantry program, a tutoring/mentoring program for youth, a meal delivery program for senior citizens, the installation of a wheelchair ramp on a nonprofit theater stage, and training for nurses staffing a hotline for teenagers with cancer. These are just a few examples of the many different types of programs and projects eBay Foundation will support through the GIVE Team program.

Grant amounts will range from a minimum of \$1,500 to a maximum of \$5,000.

Grant decisions will be based on several factors including:

- The degree to which the organization's work and project contribute to the community's welfare
- Demonstrated ability of the organization and the project to address a community need
- Project effectiveness
- Project impact
- Fiscal responsibility of the organization
- Number of completed applications received and funds available

Application Questions

Recommendation—to be completed by eBay sponsor

1. Why are you recommending this organization? (2,000 characters maximum)
2. Are you personally involved with this organization? If so, how? (Employee involvement is not required.) (2,000 characters maximum)
3. How many employee sponsors does your application have? (Only 1 sponsor is needed) (use 1-5)
4. Are any other eBay employees recommending this organization? (Answer yes or no. If yes, enter the employee name, e-mail address, and testimonial for each additional sponsor) (2,000 characters maximum.)

Project Description—to be completed by the organization contact

5. What is your organization's background? Please include details about your mission and purpose. (1,000 characters maximum)
6. What is the project for which you are seeking support? (Be sure to describe specific elements of the project that the requested funds will support as well as any leverage this project may have to attract collaborators, inform future practices in the field, or serve as a model for other programs; 5,000 characters maximum)
7. What are the qualifications of your staff professionals responsible for the project? (2,000 characters maximum)

Budget Details—to be completed by the organization contact

8. What is the annual budget for your organization? (Use whole numbers only; 9 digits maximum)
9. What is the total budget for your project? (Use whole numbers only; 8 digits maximum)
10. If you are requesting less than the total budget required, what other sources of support do you expect (existing or pending)? (2,000 characters maximum)
11. Please describe your project budget in detail, including both income and expenses. (2,000 characters maximum)

Project Outcomes—to be completed by the organization contact

12. What are three expected outcomes of your project? (Describe how you plan to measure achievement of these outcomes; 2,000 characters maximum)
13. What is your timeline and implementation plan for your project? (2,000 characters maximum)
14. What need does your project address and why is your organization best positioned to meet this need? (2,000 characters maximum)
15. Are eBay employees volunteering with your organization (not required)? Please briefly describe their volunteer service. (2,000 characters maximum)

Application Process

The GIVE Team application is quick, simple, and online at www.nimble-net.com/ebay.

For the eBay employee:

You will be able to save changes as you work and return at any time to complete the application. Completed applications must be received by the deadline to be considered. You will need the following information about the charity you are recommending: the organization name, the name of your contact at the organization, and your contact's e-mail address.

Register	Create a username and password (you will need your employee number to register).
Log-in	Go to www.nimble-net.com/ebay to log-in, click Start a new application from the Action Menu.
Step 1: Application Data	Enter a project title. If you are unsure of the project title, enter something like "Proposed Title" and your contact at the non-profit organization can change it later. Answer the "How Did You Hear?" question. The rest of the fields in Step 1 can be completed by your contact.

Step 2: Application Team	Click Add organization and search the database for the organization you plan to sponsor. To reduce your search results, add city to your criteria. If the organization is not listed, click New to add the organization to the database. Next, click Add a contact to identify the person who will be completing the application. An e-mail will be sent to you and the contact, inviting the charity contact to log-in and apply. Next, click Agree to Rules .
Step 3: Application Questions	Answer the questions on the recommendation page. All other questions can be answered by the contact at the charity. When finished, click Log-off in the top right corner.
Follow up	Your contact at the charity will log-in and complete the application. You will be notified by email when it is submitted. You can log-in at any time to check your contact's progress and offer assistance.

For the organization:

You will receive an invitation e-mail from your eBay employee sponsor with your username and password. You will be able to save changes as you work and return at any time to complete the application. Completed applications must be received by the deadline to be considered.

Log-In	Follow the links in the e-mail to log-in and complete your profile.
My Profile	You can change your username and password and verify your organizational information. Click Update to change or add the organizational address, phone number and other information.
Project Action Menu	Go to www.nimble-net.com/ebay to log-in, click Work on application . Click View application to print a copy of the application questions.
Step 1: Application Data	Enter a project summary and request amount. (Use only numbers in the request amount, no punctuation.) Click Next .
Step 2: Application Team	This information was completed by your employee sponsor. To update your organization information, go back to the Action Menu and click Update organization . Click, Agree to Rules . Click Next to proceed.
Step 3: Application Questions	The recommendation (questions 1-4) was completed by your employee sponsor. Click Next to proceed. Answer the remaining questions (5-15) as completely and succinctly as possible.
Step 4: Application Documents	You can attach up to 3 documents to your application. Financial statements are the only required documents. Financial statements must include a Balance Sheet and an Income Statement. Enter a title and description then browse for the electronic financial statement file on your computer. Click Add . When finished, click Next to proceed.
Step 5: Review and Submit	Review your application and make any changes by returning to previous steps. Both the employee sponsor and the organization contact must agree to rules in Step 2 before you can submit your application. When you are ready, click Submit . You will not be able to change your application after it is submitted and it must be submitted by the deadline to be eligible.

Application Deadlines

Round 1, 2009

Bay Area: Friday, May 1, 2009, 5:00 p.m. PDT

Omaha: Friday, May 29, 2009, 5:00 p.m. PDT

Round 2, 2009

Bay Area: Friday, October 30, 2009, 5:00 p.m. PDT

Omaha: Friday, October 30, 2009, 5:00 p.m. PDT

eBay Foundation will make grants with input from the GIVE Teams and grants will be announced within eight weeks of the application deadline.

Once applications have been received, eBay Foundation staff and the GIVE Team members will:

- conduct an initial screening, reviewing for completeness and eligibility;
- read and score eligible proposals; and
- meet to rank proposals and make funding recommendations.

Employee Eligibility

You may recommend or nominate a charity if you are an employee of eBay or an employee of its wholly owned subsidiaries.

Organization Eligibility

- Funding priority will be to organizations located and providing services in the community where eBay has a presence. However, GIVE Teams may consider organizations not located in either the San Jose Bay Area or Omaha, and may allocate up to 20% of their grants budgets to organizations outside these two communities.
- Organizations in the U.S. must be recognized by the Internal Revenue Service under Section 501(c)(3) of the U.S. Internal Revenue Code or as an instrumentality of a federal, state or local government as provided by Section 170(c)(1) of the Code.
- In Canada, an organization must be recognized as a charitable organization registered with the Canada Customs and Revenue Agency (CCRA).
- In the UK, the organization must be a registered charity recognized by the Charity Commission for England and Wales.
- If the organization is located outside the U.S., the organization must hold equivalent status to the U.S. 501(c)(3) and be recognized by the governing body in their country as a recognized charity. If approved for a grant, it is incumbent on the organization to provide the documentation that shows their equivalency status.

What Organizations Are NOT Eligible?

- Religious organizations, except when the activities being sponsored by a religious organization are non-sectarian, such as soup kitchens or shelters.
- Charitable organizations classified as private foundations.
- Service clubs, social groups, fraternal and labor organizations, political organizations and lobbying groups.
- Business or industry associations.
- Government agencies, with the exception of U.S. public schools as provided by Section 170(c)(1) of the IRS Code.
- Organizations which discriminate with respect to membership and/or the provision or service or the use of facilities.
- Organizations identified on the Specially Designated Nationals List by the U.S. Treasury Department's Office of Foreign Assets, or associated with organizations identified on the list.
- Organizations identified by the U.S. Government, the United Nations, or the European Union as having links to terrorism or money laundering.

Additional Eligibility Requirements

- An employee may nominate only one organization per funding cycle.

- If an employee nominated an organization that received a GIVE Team grant in any other round during the same calendar year, he/she may not nominate the same organization again that year. However, the employee can nominate a different organization.
- An organization cannot receive more than one GIVE Team grant per year.
- eBay Foundation reserves the right to decline funding to organizations it may deem inappropriate for funding and not in keeping with the general operating principles of the Foundation.
- All grant decisions are final and at the discretion of eBay Foundation.
- If an employee is no longer eligible at the time grants are awarded, their nominated organization will not be considered for funding.

Questions

If you have any questions about the program, please email giveteam@ebay.com or call Amy Millington at 408-376-8485.