

# **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.

eBay Foundation considers both general support and program-specific grants, with a preference for funding specific programs or projects. Some examples of projects eBay Foundation has supported in the past include: a food pantry program, a tutoring/mentoring program for at-risk youth, the installation of a wheelchair ramp on a nonprofit theater stage, a neonatal warmer for a hospital clinic in Africa, 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
- Organization/project effectiveness
- Organization/project impact
- Fiscal responsibility of the organization
- Number of completed applications received and funds available
- The employee's involvement with or interest in the organization

## **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

1. What is your organization's background? Please include details about your mission and purpose. (1,000 characters maximum)
2. 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)
3. 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

1. What are your organization's total operating expenses budgeted for the current year? (Use whole numbers only; 9 digits maximum)
2. What is the total budget for your project? (Use whole numbers only; 8 digits maximum)
3. 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)
4. What are the projected revenues for your project? (Please describe the sources and estimates of income) (2,000 characters maximum)
5. What are the projected expenses for your project? (Please include the type of expense and the estimated amount)(2,000 characters maximum)

Project Outcomes—to be completed by the organization contact

1. What are three expected outcomes of your project? (Describe how you plan to measure achievement of these outcomes; 2,000 characters maximum)
2. What is your timeline and implementation plan for your project? (2,000 characters maximum)
3. What need does your project address and why is your organization best positioned to meet this need? (2,000 characters maximum)
4. Are eBay employees volunteering with your organization (not required)? Please briefly describe their volunteer service. (2,000 characters maximum)
5. If your organization received a previous GIVE Team grant, please provide a summary of the progress and outcomes (if complete) of that program. If you've already submitted a final report, indicate that below. (2,000 characters maximum)

**Application Process**

The GIVE Team application is quick, simple, and online at [www.nimble-net.com/ebay](http://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.

<b>Register</b>	Create a username and password (you will need your employee number to register).
<b>Log-in</b>	Go to <a href="http://www.nimble-net.com/ebay">www.nimble-net.com/ebay</a> to log-in, click <b>Start a new application</b> from the Action Menu.

<b>Step 1: Application Data</b>	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.
<b>Step 2: Application Team</b>	<ol style="list-style-type: none"> <li>1. Click <b>Add organization</b> 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 <b>New</b> to add the organization to the database.</li> <li>2. Click <b>Add a contact</b> 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.</li> <li>3. Click <b>Agree to Rules</b>.</li> </ol>
<b>Step 3: Application Questions</b>	Answer the questions on the recommendation page. All other questions can be answered by the contact at the charity. When finished, click <b>Log-off</b> in the top right corner.
<b>Follow up</b>	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.

<b>Log-In</b>	Follow the links in the e-mail to log-in and complete your profile.
<b>My Profile</b>	<ol style="list-style-type: none"> <li>1. You may change your username and password to something that is easy to remember.</li> <li>2. Click <b>Update</b> to add your organizational tax ID number and verify your address, phone number and other information.</li> <li>3. Enter your contact information and click <b>Submit</b>.</li> </ol>
<b>Project Action Menu</b>	Click <b>Work on application</b> or click <b>View application</b> to print a copy of the application questions.
<b>Step 1: Application Data</b>	Enter a project summary and request amount. (Use only numbers in the request amount, no punctuation.) Click <b>Next</b> .
<b>Step 2: Application Team</b>	To change the information entered by your employee sponsor, click the Action Menu link in upper right corner and click <b>Update my organization</b> or <b>Update my profile</b> . <ol style="list-style-type: none"> <li>1. Click, <b>Agree to Rules</b>.</li> <li>2. Click <b>Next</b>.</li> </ol>
<b>Step 3: Application Questions</b>	The recommendation was completed by your employee sponsor. Click <b>Next</b> to proceed. Answer all other questions as completely and succinctly as possible.
<b>Step 4: Application Documents</b>	You may attach up to 3 documents to your application. Acceptable file types are: doc, xls, pdf, zip, rtf. Other file types may not display correctly or be accessible by judges. The file size limit is 4 MB (4,000 KB). Financial statements are the only required documents. Financial statements must include a Balance Sheet and an Income Statement. Forms 990 or 990-EZ are not acceptable financial statements. <ol style="list-style-type: none"> <li>1. Select document type.</li> <li>2. Select a fiscal year.</li> </ol>

	<ol style="list-style-type: none"> <li>3. Enter a descriptive title.</li> <li>4. Browse your computer for the file.</li> <li>5. Click <b>Add Document</b>.</li> <li>6. Repeat the process to add up to 3 documents.</li> <li>7. Click <b>Next</b> to proceed.</li> </ol>
<b>Step 5: Review and Submit</b>	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. You will not be able to change your application after it is submitted and it must be submitted by the deadline to be eligible. When you are ready, click <b>Submit</b> .

### **Application Deadlines**

Round 1, 2011

Salt Lake City: Wednesday, April 13, 2011, 5:00 p.m. PDT

Omaha: Wednesday, May 4, 2011, 5:00 p.m. PDT

Bay Area: Wednesday, May 11, 2011, 5:00 p.m. PDT

Round 2, 2011

Omaha: Wednesday, October 5, 2011, 5:00 p.m. PDT

Bay Area: Tuesday, October 11, 2011, 5:00 p.m. PDT

Salt Lake City: Wednesday, October 26, 2011, 5:00 p.m. PDT

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.

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

### **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 a community where eBay has an employee presence. However, GIVE Teams may consider organizations located in other regions, and may allocate up to 20% of their grants budgets to organizations outside their local 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.
- 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.
- Generally, schools that do not receive Title 1 funding, and/or projects within schools that are not targeted for low-income or at-risk students.
- 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 determined, their nominated organization will not be considered for funding.

### **Questions**

**If you have any questions about the program, please email [giveteam@ebay.com](mailto:giveteam@ebay.com) or call Amy Millington at 408-376-8485 or Julie Vennewitz-Pierce at 408-376-6656.**