

ACT GIVING PROGRAM



Application Guidelines and Procedures

ACT’s mission is “Helping people achieve education and workplace success.” As a public benefit corporation, one of the ways we uphold this commitment is through the ACT Giving Program.

The ACT Giving Program supports the achievement of success through a variety of pathways, including classrooms and schools, the workplace and volunteer activities, and the many other ways organizations seek to help individuals, their communities, and our shared society succeed.

Our giving interests are rooted in our belief that community matters, basic needs matter, and not all learning occurs inside a classroom.

ACT prioritizes equity in all we do, focusing on addressing systematic inequalities faced by target populations, including learners of color, first-generation students, families with economic challenges, exceptional and diverse learners, and rural populations.

The ACT Giving Program accepts applications each year from September 1 to June 1 of the following year or until the Giving Program budget is depleted. Every month, a volunteer committee of ACT employees reviews applications and considers them alongside others received during the same month.

GIVING INTERESTS

The ACT Giving Program focuses on:

Education and Workforce—programs and projects that aim to close equity deficits, eliminate opportunity gaps, and/or provide cultural enrichment for learners in under-resourced areas.

Human and Social Needs—programs and projects that support learners' basic needs, health, and welfare, enabling them to succeed and thrive.

Community Betterment—programs and projects that develop communities and improve learners' quality of life in under-resourced areas.

ACT will remain flexible to address unique challenges, explore innovative ideas, and support projects beyond our giving interests as long as these programs and projects align with our mission of helping learners achieve education and workplace success.

GENERAL FUNDING AND COMPLIANCE GUIDELINES

To be eligible for ACT funding, organizations must meet the following criteria:

- Possess a valid Employer Identification Number (EIN).
- Provide education, health, welfare, social service, or community development programs or services.
- Respond to a recognized community need (as demonstrated in the organization’s request to ACT).

- Produce annual financial statements upon request.
- Use the funding only for the purpose(s) described in the application.
- Represent and warrant to ACT that the organization is, and will remain, compliant with all federal, state, and local laws, rules, and regulations.
- Agree that the organization will not promote or engage in violence or terrorism, nor make sub-grants or fund any entity that engages in these activities.

LIMITATIONS

ACT's Giving Committee has the following limitations on funding:

- Salary and benefit expenses for regular organizational operations are not funded.
 - An honorarium or stipend for a vendor or consultant to provide training is a payment for services, not salary or benefits for the consultant. Salary prohibition does not apply to an organization requesting funds to hire a trainer or external presenter for that organization.
- Fundraisers (e.g., sponsorships, walks/runs, golf outings) are not typically funded. Instead, please submit a funding request for a specific program or project carried out by your organization.

INELIGIBLE FUNDING REQUESTS

To focus on our giving interests, ACT's Giving Program has determined the following requests ineligible:

- ACT does not fund celebratory events such as proms or banquets.
- ACT does not support any private, for-profit enterprise or any individuals (such as those applying to pay for education, trips, workshops, fellowships, etc.).
- ACT does not support political or legislative organizations or groups. Funding requests cannot promote or oppose the election of any candidate for any office, personally benefit any elected official, or promote or oppose any ballot measure.
- ACT does not support any organization not registered with the Internal Revenue Service.
- ACT does not support any proposal that benefits religious or sectarian organizations (unless the request is specifically for an educational or social service program offered to the public on a non-discriminatory basis and without regard to the recipient's religious affiliation).
- ACT does not contribute to debt-reduction campaigns or funding deficits.
- ACT does not provide funding to replace an organization's existing long-term funding source, for capital projects, or for long-term operating support.
- ACT does not support any organization that is not in compliance with the terms and purposes of any prior funds awarded by ACT. If the organization has violated the terms of any prior contribution agreement, it will be considered ineligible until such violation has been resolved.
- ACT does not support programs or projects with a solely athletic focus, parties, an advertising focus, or door prizes or raffles.

Non-Discrimination Practices: ACT will not fund organizations that, in their by-laws, policies, or practices, discriminate on the basis of race, color, religion, age, sex, national origin, ancestry, physical or mental disability, medical condition, veteran status, marital status, sexual orientation, gender identity, or any other basis prohibited by applicable law.

APPLICATION CYCLE

The ACT Giving Program accepts applications each year from September 1 to June 1 of the following year or until the Giving Program budget is depleted. Organizations are eligible to receive funding from ACT once during each application cycle. Receipt of funding one time does not guarantee future funding. Our goal is to respond to requests within 60 days.

APPLICATION PROCEDURES

1. All organizations seeking funding from ACT's Giving Program must complete the application. Successful applications will include a complete description of the program/project, including:
 - a. a timeline for implementation, including the start date and expected end date.
 - b. the identification of specific program/project goals and outcomes, along with plans for achieving goals.
 - c. a description of the budget for the program/project, including anticipated expenses that add up to the total program/project amount. (See Appendix for sample budgets.)
 - d. an explanation of how the program/project will address the giving interest(s) as defined in the guidelines.
 - e. an explanation of the need addressed by your program/project.
 - f. an explanation of the impact of the funding (providing evidence such as data, testimonials, etc. if available).
 - g. a description of the program/project's alignment to ACT's commitment to equity.
 - h. the identification of anything the organization would like ACT to provide aside from funding.
2. Applicants must submit an IRS tax exemption determination letter and a W-9 certifying the organization's Employer Identification Number (EIN).
3. The organization's name must be the same on the application, IRS determination letter, and W-9.
4. Organizations should submit a single application rather than multiple applications throughout the application cycle.
5. If the organization is applying for funds for any program/project that involves property not owned or operated by the applicant, the applicant must be prepared to provide authorization from the facility's owner or operator. If the program/project will take place on city, county, or school property or with their equipment, the project must include an authorizing resolution from those governmental bodies. The authorizing resolution must be approved prior to the application submission.
6. ACT's Giving Committee will evaluate each application based on the criteria and guidelines outlined in this document alongside other applications received during the same month.

7. ACT's Giving Committee reserves the right to request clarification or additional information before making a funding decision. Such information may include, but is not limited to, the organization's budget and financial statements, documentation of confirmed matching funds, bylaws, governing body, etc.
8. Applicants should allow the ACT Giving Committee at least 60 business days to make its decision.
9. ACT reserves the right to change its funding guidelines at any time, for any reason.
10. ACT and/or its Giving Committee will make exceptions to the guidelines at their sole discretion.

If you have additional questions after reviewing the application guidelines and procedures, please contact us at Corporate.Giving@act.org.

APPENDIX

Sample Budgets

Successful applications to ACT's Giving Program should include a detailed budget for the program or project. This budget should outline anticipated expenses that add up to the total program/project amount and specify how any funds provided by ACT would be used.

Please see the following examples.

Example 1:

At our Shelter, we receive requests for an average of 200 meals per day, each costing \$14.40. This results in an approximate annual cost of \$52,500 for meals. The \$2,880 we request from ACT will fund one day's meals at our shelter (200 meals at \$14.40 per meal = \$2,880).

Example 2:

We seek \$5,000 from ACT to help offset the cost of maintaining a free conference for local teachers. The total cost of the conference is \$12,000. The conference will host 100 teachers and 25 speakers, presenters, and industry leaders. Catering (breakfast, lunch, and snacks) - \$6,500; Parking for participants - \$1,600; Printing, Signage, and a Digital registration system for touchless sign-in are \$500; the venue is \$1,400 (includes room rental, audio/visual equipment, and sound system), and Speaker Honorariums are \$2,000.

Example 3:

The total cost of this event (\$18,000) includes the rental space, the rental of a bounce house and dunk tank to entertain the kids, snacks, and the purchase of new school supplies and backpacks (which represent the largest cost for this event). With inflation, we estimate that a full backpack costs \$85 per kid. The \$4,930 we request from ACT would go directly toward purchasing new school supplies and backpacks for 85 kids ages 4-18.

Example 4:

Our Grow program annually spends \$3,600 on fuel for our greenhouse and tractors, \$5,600 on seeds, and \$2,000 on potting soil. The \$5,000 grant from ACT will cover half of the cost for those necessary inputs.

Example 5:

The Total Cost for this event is \$1,000, which can be broken down as follows: Ice cream truck rental = \$150; porta-potty for two events (\$120 x 2 events = \$240); nets, viewfinders, bird seed, and other materials = \$200; seed harvest buckets and gloves = \$200; miscellaneous materials and ads = \$210.

Example 6:

This project will cost \$2,850. We are requesting \$500 in support from ACT. The breakdown of the project's total cost is shown below: school facility rentals—\$1,000; sound and lighting

equipment—\$250; technician support from the auditorium—\$300; food and refreshments for the participants on the day of the event—\$1,000; costume and stage props for the event—\$250; stationery and printing—\$50.

Example 7:

The Total Cost of this project is \$9,985. The \$4,965 requested from ACT will be used to purchase materials supporting the program’s activities, as shown below. 1. Camp Fees: \$2,500 (\$25 per participant x 100 participants). Camp Fees include all event activities, supplies, lunch, and snacks.....2. Consumable Program Supplies: \$1,715 (100 Pocket Guides = \$65; 100 Knot Tying Kits = \$300; 100 Fish Identification Guides = \$25; Wild Edible Plants = \$100; Pollinator Wildflower Mix = \$75; Potting Soil = \$50; 100 Pots = \$100; 100 Bird House Kits = \$500; 100 First Aid Kits = \$250; Other Miscellaneous Project Supplies = \$250).....3. Reusable Program Supplies: \$750 (Leave No Trace Toolkit = \$35; 50 Fishing Poles = \$500; 48 Binoculars = \$215).

Example 8:

Our community pantry anticipates spending \$47,500 in 2024 on our Healthy Families program, of which \$3,500 will go toward laundry detergent, \$9,000 will go toward toilet paper, and \$35,000 will go toward toiletries. We request \$5,000 from ACT Corporate Giving to purchase some of these supplies to support this program.