



## The Palm Foundation

### **Palm Foundation Product Donation Eligibility Requirements**

#### **Eligible Organizations:**

The Palm Foundation will make product donations to non-profit organizations that focus on issues directly related to the education of youth. Preference will be given to organizations with a strong underserved outreach component. The Foundation is particularly interested in supporting organizations and programs that are engaged in:

1. The innovative use of Palm mobile-computing products (handhelds as well as smartphones);
2. Demonstrating the feasibility of Palm products and the ability to support their use;
3. Integrating Palm products into efforts already put in place by the organization/institution;
4. Serving disadvantaged youth in magnet and alternative schools and/or programs/organizations/institutions; and/or
5. Assisting children who have special-education needs (e.g., autism, cognitive disabilities) or programs supporting student progress (e.g., the development and implementation of individualized education plans for children in foster care).

#### **Product Donation Range:**

The Foundation will donate up to 100 devices per grant. Products available for grant will be identified and posted in advance of the product donation application deadline.

#### **Organization Eligibility Criteria:**

1. The organization must be a non-profit, tax-exempt, organization per Section 501[c]3 of the Internal Revenue Code and a public charity (or overseas/international equivalent).
2. Product donations will be made for specific programs or projects that accomplish **most or all** of the following objectives:
  - develop self-reliance, character or self-esteem;
  - leverage existing resources within the larger organization and community and avoid duplication of services;
  - foster collaboration among various organizations to achieve greater impact;
  - empower individuals to improve their lives;

- test highly promising new ideas for greater program or cost effectiveness;
  - benefit the local or global community; and/or
  - make a significant, positive, long-term impact on the people/community served.
3. Preference will be given to organizations located in areas where Palm has a significant corporate presence. The largest Palm offices are located in:
    - United States (CA, MA)
    - UK
    - Singapore
    - France
    - Ireland
    - Brazil
  4. Overhead expenses must not exceed 20% of the total operating budget.

**Ineligible for Funding:**

1. Government agencies
2. Foundations
3. Organizations that receive 50% or more of their funding from local, state or federal government sources
4. Religious, political or sectarian organizations
5. Organizations that practice or promote discriminatory policies/practices based on race, religion, ethnicity, age, gender, national origin, language, sex, sexual orientation or physical handicap
6. Grant requests for equipment purchases for use in a private residence
7. Athletic competitions or tournaments
8. Capital building funds
9. Conferences/seminars
10. Individuals or individuals' research projects
11. Fundraising events, sponsorships or advertising

The Palm Foundation Board of Directors reserves the right to interpret, apply and administer the terms of the Foundation's product donation program in its sole discretion.

**Product Donation Deadlines:**

Requests will be carefully reviewed by the Palm Foundation's Employee Advisory Group. Requests must be received by the following date for consideration:

Received by:

Notified by:

December 1

January 15

Proposals received after the deadline may be held for the next distribution cycle.

**Evaluation:**

As a condition of accepting a product donation, the recipient must agree to prepare and submit or to permit the Foundation to conduct an evaluation of the success of the funded program proposal based on measurable goals and outcomes.

**NOTE:** The product donation process **is** competitive. While many requests are worthy and meet guidelines and eligibility criteria, not all requests can be granted.



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### **Palm Foundation Product Donation Application Form (for applying charitable organizations)**

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Contact Name and Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Website Address: \_\_\_\_\_

501[c]3 Tax Exempt I.D. Number (or overseas/international equivalent.): \_\_\_\_\_

Number of Product Items Requested: \_\_\_\_\_

#### **Organization Information**

Please respond clearly and concisely to the following items in the order they are listed below. Incomplete proposals will not be considered. Please limit your application to no more than five (5) pages.

1. Please describe your organization's primary mission, a brief history of your organization, current goals and how they fit one or more of the Palm Foundation's focus areas.
2. Please briefly describe two examples of programs or projects completed in the last year. If you are a new organization, describe the work you have done to substantiate the need for your program(s) or service(s).
3. What is/are the issue(s) to be addressed by this proposal to the Palm Foundation? Describe the work you have done to substantiate the need for your program(s) or service(s).
4. Describe the objectives of this program/project, your projected outcomes, implementation timeline and methods of evaluation.

5. What makes your project/program unique? Will you be making use of our products in a unique/innovative way? Please describe.
6. Geographic area to be served.
7. Number of people served by your organization. Indicate who is included in this population (cultural, social and economic backgrounds).
8. Please detail how this product donation will be used.
9. Describe how your organization will integrate this product donation into your current technology plan. How will you support the training, maintenance and use of our product donation?
10. What other groups or organizations partner with you or will be served by this program/project? How will this program/project avoid duplicating services?
11. What is your program/project's budget? Cite committed or pending funding for the program/project.
12. Please list other sources of financial support, amounts received from each during the previous or current fiscal year, including foundations, corporations, and all other sources. (Do not replicate this information if this is included in your annual audited financial statement).

#### **Attachments**

1. Name(s) and qualifications of the person(s) administering the grant.
2. Names and affiliations of the organization's Board of Directors.
3. Copy of the organization's 501[c]3 letter (or overseas/international equivalent).
4. The organization's current fiscal year budget.
5. Copy of the organization's current audited financial statement.
6. Copy of the organization's non-discrimination policy.
7. List of Palm employee(s) and their involvement with the organization, if applicable.

**(PLEASE NOTE: Processing your proposal will be denied if these attachments are not included.)**

**Please send your completed application and attachments to:**

**Gisela B. Bushey, Foundation Manager  
Palm Foundation  
950 West Maude Avenue  
Sunnyvale, CA 94085**

**[gisela.bushey@palm.com](mailto:gisela.bushey@palm.com)**

**408-224-7563 (fax)**