



**IKEA East Palo Alto
Guidelines for Community Support
Our Vision**

The IKEA vision globally is to create a better everyday life for the many. At IKEA East Palo Alto, we are dedicated to giving back to the local community while being regarded by our customers and coworkers as a socially responsible company.

IKEA East Palo Alto is proud to support selected organizations in the following areas:

- Children
- Environment

Goal of the Program

- **Children:** At IKEA, *children are the most important people in the world*. We will focus our activities in the local community on helping children achieve their fullest potential by supporting their learning and development. Helping children to learn and develop is an area in which IKEA has experience and can make a difference.
- **Environment:** *Low prices, but not at any price*. Our community relations program should have a positive impact on the local environment. At IKEA, we shall always consider the environmental impact of our business, as IKEA East Palo Alto is measured on its environmental responsibility.

How do we choose our partners

In order to maximize the positive impact that the program has on the local communities we serve, IKEA East Palo Alto will focus on:

- Partnerships with organizations whose primary focus is children.
- Projects in where we can make a real difference.
- Programs where we can take an active role and utilize IKEA expertise and our products.
- Local community initiatives where the IKEA store is located.
- Programs that promote diversity, and include as many people/children as possible.

IKEA Emeryville will only support organizations that operate in accordance with our non-discriminatory policy regarding race, religion, color, creed, national origin, gender, sexual orientation, citizenship, marital or veteran status, ancestry, disability, medical condition, or any other classification protected by applicable law.

When evaluating proposals we will consider the following priorities:

- Does the program match well with our IKEA vision?
- Is the organization registered as non-profit or charity?
- Does the program support many local children and encourage diversity?
- Does the program support the local community or environment?
- Can we use our design know-how and IKEA products?
- Can we involve our energetic IKEA co-workers?

Because our resources are limited, IKEA East Palo Alto has defined criteria for requests that we do NOT fund. Traditionally, they include:

- For-profit organizations
- Individual requests (requests that directly benefit one person)
- Religious (or for religious purposes), political or labor/fraternal organizations
- Organizations whose services are not provided in the East Palo Alto, CA area
- Third party organizations raising funds for a charity
- Sports teams, leagues, golf tournaments
- Projects with a narrow focus: one student, one class, sponsorships or individuals seeking assistance or participating in contests and competitions
- Non-academic programs: sports, clubs, troops, band competitions, summer camps, and field trips
- Organizations known to discriminate or operate in an unethical manner
- Organizations that are not open to all members of the community
- Conferences, seminars or table sponsorships of an event
- Foundations, capital campaigns/purchases, endowment programs or debt reduction campaigns
- Partnerships that involve IKEA East Palo Alto to distribute literature or any other objects, items, materials, etc. to co-workers or customers on company property at any time (including parking lot) this violates our non-solicitation policy
- Treatment programs and/or advocacy or research groups

How to Apply

If your organization fits within the guidelines, please follow the following steps:

1. Complete, in full, the Community Support Program application form below.
2. Mail or Fax the application, along with supporting documents, to IKEA East Palo Alto.

Mailing Address: IKEA East Palo Alto
Attn: Donation Requests
1700 East Bayshore Road
East Palo Alto, CA 94303
Fax: 650-289-0173

Please Note:

- You should receive notification about your request within 60 days.
- Please take time frame into consideration when applying for a specific program or event.
- Due to the volume of requests, we ask that you NOT follow up with a phone call.
- Only those requests submitted with all the above criteria will receive a response.

Privacy Statement

Information collected from this application is for the specific purposes of determining whether your organization qualifies for IKEA East Palo Alto support and to identify/contact your organization. This information will not be placed into IKEA's database, nor will it be shared or sold. Your application will be held with care to prevent unauthorized access to or use of your organization's information. For further information on our policy towards maintaining the privacy and security, visit www.ikea.com.



**IKEA East Palo Alto
Community Support Program
APPLICATION FORM**

After reviewing our community support guidelines above, please complete this application.

ORGANIZATION INFORMATION:

Date of application: ____/____/____

Legal Name of Organization:

Tax ID Number:

Contact Name and Title:

Full Address:

Phone Number:

E-mail:

Fax:

Program/event title:

Program/event dates:

Have you received donations from IKEA in the past? (If yes, please give location and amount.)

Your organization's mission statement

Please provide a brief description of your organization

Please provide the following: What are the key objectives of this program? Please include who will benefit from this program/event, how funding or products will be used, how will IKEA benefit from supporting your organization?

Please indicate which of the following commitments from IKEA East Palo Alto are needed to make your program/event more successful:

Product Donation: List items, if applicable.

Services

-Volunteers: If yes, please describe. How many hours?

-Design expertise: If yes, please describe. How many hours?

Monetary:

Amount?

Furthermore, please provide us with a list of other corporations or organizations that are currently involved with this program/event. In addition, please provide a list of your current Board of Directors, as well as a breakdown of where your organization's funding goes (please explain if you receive United Way monies or Community Development Block Grants, etc.).

Finally please make sure that you include all supporting paperwork with your application:

5013c charity status letter

W-9 form for tax identification