



# **IKEA Dallas**

## **Charitable Donations Guidelines and Application**

*\*Please read in full before applying*

### **Our Vision**

The IKEA vision is to “create a better everyday life for the many”. In developing our charitable program, IKEA Dallas has decided the best way to support this vision is to focus on children and the environment in our local community.

### **The Children and Environmental Support Program**

#### **Goal of the Program**

At IKEA, children are the most important people in the world. We also believe that IKEA’s impact on the environment is significant as the world’s largest home furnishings company. Children and the environment are an important and significant social responsibility for us and each represents “the many” that can benefit from our help.

#### **Funding Guidelines**

- Within the focus areas of children and the environment, IKEA Dallas will determine where the greatest needs are for the local community.
- IKEA Dallas will only support organizations that operate in accordance with our non-discriminatory policy regarding age, race, religion, color, creed, national origin, gender, sexual orientation, citizenship, marital or veteran status, ancestry, disability or medical condition, or any other classification protected by applicable laws.
- IKEA Dallas philanthropic support excludes organizations based directly on political, religious, or professional sports affiliations.

## **How do we choose our partners?**

In order to maximize the positive impact that the program has on the lives of the children and the environment in our local communities, IKEA Dallas will focus on:

- Partnerships with organizations whose primary focus is the learning and development of children
- A few projects in our local community where we can make a real difference
- Projects where we can take an active role and utilize IKEA and our products
- Projects that are open to, and involve as many children as possible

## **When evaluating proposals we will consider the following priorities**

- Can we involve our energetic IKEA Dallas coworkers
- Is the project open to many children
- Can we use our design know-how and IKEA products
- Does the project match well with IKEA's vision
- Is the program focused on children under 18
- Is the program focused on the environment
- Is the organization registered as not for profit or a charity
- Does the project take place in one of our target communities

## **With the focus and the priorities of the Children and Environmental Support Program in mind, IKEA Dallas does not support:**

- Individual requests (requests that directly benefit one person)
- Programs which take place outside of our local store community
- Political or Religious organizations
- Third Party organizations raising funds for a charity
- Sports teams, leagues, golf tournaments
- Organizations that are not open to all members of the community
- Conferences and seminars
- Capital campaigns or purchases
- Fundraising activities including sponsorship of tables, contests, door prizes, raffles, auctions or advertising

## **How to Apply**

If you feel your organization fits within the guidelines outlined above, and you would like to submit an application for consideration, please follow these steps:

1. Fill out the Children and Environmental Support Program Application Form located below.
2. Complete all mandatory sections of the form. Incomplete applications will not be considered.
3. Mail the application, along with any supporting documents to IKEA Dallas.

## **Mailing Address**

IKEA Dallas  
Attn: Public Relations Manager  
7171 IKEA Drive  
Frisco, TX 75034

## **What happens next?**

IKEA Dallas will review applications 3 times a year in **February, June and October only**; from this point several steps may be taken:

- The application may be turned down as it does not fit within the goals and priorities of the Children and Environmental Support Program.
- The organization may be asked to provide additional information.
- A meeting may be arranged between IKEA Dallas and your organization in order to begin a more detailed review of the proposal.
- Your application may be turned down due to the fact that we have selected our charities and are in the process of fulfilling our obligations.
- Organizations submitting proposals will receive notification of the status of their application by mail or e-mail during the months of February, June and October only.

**\*Please note:** Phone calls regarding status of your donation request will not be returned.

## **Privacy Statement**

Information collected from this application is for the specific purposes of determining whether your organization qualifies for the IKEA Dallas Children and Environmental Support Program, and to identify and contact your organization. This information will not be input into the IKEA database, nor will it be shared or sold. This 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](http://www.ikea.com).



## **IKEA Dallas**

### **Charitable Donations Application**

*\*Please complete application in full*

At IKEA, we will help fulfill our vision of creating a better everyday life for the many by supporting activities in our local communities that help children and the environment. Children and the environment are an important and significant social responsibility for us and each represents “the many” that can benefit from our help.

Before completing this application we ask that you review our page which outlines the focus and priorities of IKEA when developing charitable partnerships in our local community. In order to help us make a well-informed decision we ask that you complete ALL sections of this application.

**Please Note:** IKEA Dallas answers requests for donations three times a year; in the months of February, June, and October only. Calls regarding status will not be returned. Please read the IKEA Dallas donation guidelines to determine if your organization qualifies.

#### **ORGANIZATION INFORMATION**

Date: \_\_\_\_\_

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

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

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

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Charitable Status: (e.g.,501(c)(3) \_\_\_\_\_

Affiliations: (National, Local) \_\_\_\_\_

Program/ Event: \_\_\_\_\_

Program/ Event Date: \_\_\_\_\_

Please provide a brief description of the history of your organization  
(max 250 words)

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**PROJECT INFORMATION**

We look forward to hearing your ideas for an exciting partnership and how you feel IKEA can play an active role in your project. Please attach an outline of the concept of your organization’s project (2 pages max), then answer the following related questions.

What are the key objectives of this project?

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In your opinion explain how you feel that this project proposal’s objectives are aligned with IKEA’s charity support program’s objectives.

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Who and how many people will benefit from this partnership?

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With the implementation of your project idea, how will your organization’s services become more effective?

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How will changes be sustained after funding ends?

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Please indicate which of the following commitments from IKEA are needed to make the project successful:

- Volunteer: How many volunteers? How many hours?
- Product Donation: List
- Monetary: Dollar Amount

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In partnership with IKEA, what resources, time, commitments and/or assets will your organization be contributing to this project?

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Please list other corporations or organizations that are currently involved with this project and or who you have applied to for assistance.

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Please mail this application form and all pertaining documents to the following address:

IKEA Dallas  
Attn: Public Relations Manager  
7171 IKEA Drive  
Frisco, TX 75034

\*Please note, phone calls regarding donation status will not be returned. Thank you for your cooperation.