



IKEA PORTLAND Community Support Guidelines

Please read in full before applying.

Our Vision:

The IKEA mission is to *create a better everyday life for the many people*. At IKEA Portland we are dedicated to giving back to the local community while being regarded by our customers and coworkers as a socially responsible company. IKEA Portland is proud to support selected organizations in the following areas:

- Children
- Environment

Goals 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 price, 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 Portland is measured on its environmental responsibility.

How we choose our partners:

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

- Partnerships with organizations who primarily focus on children, the environment or both.
- Projects 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 IKEA Portland is located.
- Programs that promote diversity, and include as many people/children as possible.

IKEA Portland 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 nonprofit 501(c)3?
- 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 Portland has defined criteria for requests that we do NOT fund. Traditionally, they include:

- Activities that involve contests, door prizes, raffles, auctions or advertising
- 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 Oregon or Southwest Washington.
- 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 who 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 Portland 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. Print and complete, in full, the Community Support Program application form below. Incomplete applications and simple letters will **not** be considered and will not receive a response letter. Applications can be hand written or typed.
2. Mail the application, along with supporting documents, to IKEA Portland.

Mailing Address:

IKEA Portland
Attn: Community Relations
10280 NE Cascades Parkway
Portland, OR 97220

Please Note a Change in Policy as of March 3, 2010:

- Due to the massive volume of requests, IKEA Portland will only consider requests twice a year in the spring and fall. You will not receive notification about your request for at least 100 days after the deadline. The next deadline for consideration is **March 9, 2012**.
- Please take this 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 Portland support and to identify/contact your organization. This information will not be placed into IKEA Portland'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 **IKEA-USA.com**.



**IKEA PORTLAND
COMMUNITY SUPPORT PROGRAM APPLICATION**

After reviewing our community support guidelines,
please complete the application, **in full**.

ORGANIZATION INFORMATION

Date of application: ____/____/____

Legal Name of Organization:

Tax I.D. Number

(Please attach proof of 501(c)3 status)

Contact Name:

Title:

Full Address:

Phone Number: _____ Fax: _____

Email: _____

Affiliations: (National, Local)

Program/event title:

Program/event dates:

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

Product Donation: List if applicable:

PROJECT INFORMATION

We look forward to hearing your ideas for an exciting partnership and how you see IKEA Portland playing an active role in your project. Please attach an outline of the concept of your organization's project (1 page max) and then answer the following related questions:

What are the key objectives of this project?

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

Who and how many people would benefit from this partnership?

In what ways could your organization or project benefit from IKEA Home Furnishings or Accessories?

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

How will changes be sustained after IKEA support ends?
