



IKEA Seattle Community Support Program Guidelines for Donations and Contributions

Our Vision

The IKEA vision globally is to “create a better everyday life for the many.” To this end we have long-standing partnerships with UNICEF, Save the Children and American Forest, to impact the health, safety, education and well being of children in need, as well as, minimizing our impact to the environment. At IKEA Seattle, we are proud to be a member of the greater Puget Sound community. As such, we are dedicated to giving back to the local community while being regarded by our customers and coworkers as a socially responsible company.

How do we choose our partners?

In order to maximize the positive impact that the program has on the local communities we serve, IKEA Seattle will focus on organizations that are registered as a 501(c)(3) non-profit charity located in King, Pierce, Thurston, Kitsap, or Snohomish county that:

- 1) Directly serve children and/or women
- 2) Focus on affordable housing/homelessness
- 3) Work to protect our environment

When evaluating proposals we will consider the following priorities:

- Does the program match well with our IKEA vision?
- Is the organization registered as a nonprofit or charity? If so, does it have supporting documentation from the IRS stating this information (i.e. letter of determination)?
- Does the organization’s primary focus support children, affordable housing/homelessness and/or the environment?
- Does the program promote diversity, and include as many people/children as possible?
- What are the organization’s methods of fundraising? Do they solicit through telemarketing?
- How much of the funds raised by the organization go to “administrative” costs?

IKEA Seattle 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.

Because our resources are limited, IKEA Seattle 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)
- Programs which take place outside our local store communities
- Sport teams, leagues, golf tournaments
- Non-academic programs: sports, clubs, troops, band/choir competitions, summer camps, and field trips
- Conferences, seminars or table sponsorships of an event
- Organizations known to discriminate or operate in an unethical manner

- Third party organizations raising funds for a charity
- Organizations that are not open to all members of the community
- Political organizations
- Partnerships that involve IKEA Seattle to distribute literature and any other objects, items, materials, etc. to our coworkers or customers on company property at any time (including the parking lot)—this violates our non-solicitation policy

Please understand that while your organization may meet one or more of the criteria, it is not a guarantee that you're your request will be honored.

How to Apply

IKEA Seattle reviews requests for donations ONLY ONCE a year. All applications are due on **August 1st** by 9 p.m. in order to be considered in the upcoming review period. All applications received after August 1st will not be considered for that year's grant review. Please take this date into consideration when applying for a specific program or event. In order to stay within our annual budget we ask that organizations only apply for one program per year.

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

1. Complete, in full, the Community Support application. Incomplete applications will not be considered.
2. Mail the application, along with IRS paperwork and supporting documents to IKEA Seattle. We have been asked by the IRS to collect these forms and have decided not to consider any request which does not include one.

Mailing Address: IKEA Seattle
Attn: Community Support
601 SW 41st Street
Renton, WA 98057

Fax: 425.251.1702

E-mail: M250@memo.ikea.com

What Happens Next?

IKEA Seattle will hold your application until the upcoming August 1st review period when a decision will be made regarding your request. Confirmation of your completed application will be sent within 45 days of its receipt. Due to the volume of requests, we ask that you do NOT follow up with a phone call to check on the status of your application.

If your request is granted, IKEA will arrange with your representative for a time to pick up the donation at the store. At that time, we will require a letter of acknowledgment (i.e., receipt) on letterhead. IKEA reserves the rights to the use of its name, logo, and wordmark. We also require final editing rights on all literature associated with IKEA.

Privacy Statement

Information collected from this application is for the specific purposes of determining whether your organization qualifies for IKEA Seattle 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.

Please keep these guidelines for future reference.