



## **IKEA Stoughton**

### **Guidelines for Community Support**

#### **Our Vision**

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

IKEA Stoughton 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 Stoughton 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 Stoughton will focus on:

- Partnerships with organizations whose primary focus is underprivileged 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 Stoughton 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 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 coworkers?

***Because our resources are limited, IKEA Stoughton 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 close to Stoughton, MA
- 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 Stoughton to distribute literature or any other objects, items, materials, etc. to coworkers 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 the application, along with supporting documents, to IKEA Stoughton.

**Mailing Address:** IKEA Stoughton  
Attn: Community Relations  
I IKEA WAY  
Stoughton, MA 02072

#### ***Please Note:***

- You should receive notification about your request within 30 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 Stoughton 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](http://www.ikea.com).



# Application form for Community Support IKEA Stoughton

After reviewing our **Guidelines for Community Support** please fully complete this application.

## Personal Information

Date:  /  /   
 Name:   
 Position in Organization:   
 Contact Phone #:  -  -  Ext. #:   
 Contact E-mail:

## Organization Information

Name of Organization:   
 Tax ID Number:  -  **OR** Social Security #:  -  -   
 Address 1:   
 Address 2:   
 City, State and ZIP code:   
 Phone Number:  -  -  Ext. #:   
 Fax Number:  -  -   
 How many people take part in your service(s)?:   
 Is your organization benefitting (Please circle one): **Children - Environment - Other**  
 If other, what is it?: \_\_\_\_\_

*Please provide documents proving your 501(c)(3) status and the objective of your organization.*

**By providing my signature below I am certifying that the information on this form is accurate as of the date provided on this application:**

Sign here: \_\_\_\_\_ Date: \_\_\_\_\_

### In addition to this fully completed application, please provide documents providing information on:

- Your group/organization including:
  - Mission statement
  - History and purpose
- Donation request including:
  - What do you want? If you want a donation of IKEA products please provide a detailed list.
  - When do you want it?
- Up to date legal documents proving your 501 (c)(3) status

*Please note that an incomplete application will not be processed so please double check that all required documents are included!*