

IKEA Twin Cities

Guidelines for Community Support

Our Vision

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

IKEA Twin Cities is proud to support select organizations in the following areas as related to social and environmental issues:

- SOCIAL:** Children (disadvantaged children, living conditions, educations, early childhood development, etc.); Housing (shelters for homeless people, refurbishing of home for people in need, etc.); Emergencies/disasters (earthquakes, hurricanes, fires, floods, etc.)
- ENVIRONMENTAL:** Climate change (energy savings, renewable energy sources, people and goods transportation, etc.); Protection of natural resources (forestry, waste management, water savings, etc.); Education and awareness (education activities with schools, awareness raising campaigns for customers and consumers, etc.)

How do we choose our partners:

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

- Partnerships with organizations whose primary focus as related to our social and environmental outline above.
- 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 Twin Cities 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 that can accept tax-deductible donations?
- 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?
- Will our donation go directly to benefit the target group or individuals served by the organization?

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

- Charity events, silent auctions or sponsorships
- Third party organizations raising funds for a charity
- Initiatives that are at risk of being perceived as political, religious or discriminatory
- For-profit organizations
- Individual requests that directly benefit one person
- Sponsorship of sports teams, leagues, golf tournaments or sporting events
- 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 that are not open to all members of the community
- Conferences, seminars or table sponsorships of an event
- Sponsorship of art and entertainment events
- Sponsorship of events related to "Swedishness"
- Foundations, capital campaigns/purchases, endowment programs or debt-reduction campaigns

- PR and marketing campaigns
- Partnerships that involve IKEA Twin Cities 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 Twin Cities.

Mailing Address:

IKEA Twin Cities
Attn: Donations Request
8000 IKEA Way
Bloomington, MN 55425

Requests **must** include contact details, including street and email address, 501C-3 status letter, tax ID number, scope of the organization applying, and details about your initiative.

Please Note:

If your application fits the above requirements, you should receive notification about your request within 60 days. (Please take this time frame into consideration when applying.) Due to the high volume of requests, we ask that you not follow up with a phone call. Due to the high number of requests we receive, we may not respond to all submissions. Thank you for your understanding.

Privacy Statement

Information collected from this application is for the specific purposes of determining whether your organization qualifies for IKEA Twin Cities 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-USA.com.

IKEA Twin Cities 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, how donations will be used, how will IKEA benefit from supporting your organization?)

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

- In-kind donations of IKEA product - if yes, please describe:
- Sharing of know-how - if yes, please describe:
- Manpower - if yes, please describe:
- Project funding - if yes, please describe:

Please provide us with a list of other corporations or organizations that are currently involved with this program.