

Microsoft Community Empowerment Fund (Boydton - Fall 2020)

Guidelines & Application Form

1. Overview

Microsoft is committed to the long-term health of the local communities where the company operates datacenters. As part of this commitment, Microsoft provides financial support to help build stronger communities and develop ecosystems of local partnerships to achieve social, economic and environmental outcomes. We are excited to support local organizations that address community-identified needs and help strengthen networks of local groups working together on community priorities in the community of Boydton.

2. Types of Funds

We offer two types of funds for qualifying organizations/non-profits that serve constituents in the counties of Mecklenburg, Halifax, Charlotte, Lunenburg and Brunswick.

- Community Small Projects for requests up to **\$10,000**. These funds are aimed at supporting small projects that contribute to the immediate needs of the community. For example: Support a nonprofit to be energy efficient and climate neutral by upgrading the current building infrastructure.
- Community Large Projects for requests from **\$10,000 to \$30,000**. These funds are aimed at supporting large-scale projects that contribute to community social, economic, or environmental outcomes. For example: Set up an innovation tech lab to increase digital literacy and provide hands-on STEAM learning opportunities for students.

3. Priority Funding Category

We only fund projects that fall into one or more of the below priority funding categories

3.1 Broadband Expansion: Leverage technology skills and resources to connect rural communities to cloud, to help close the digital divide and to continue to work with Airband team to identify rural broadband opportunities.

Examples include but are not limited to projects that accelerate digital transformation in community organizations, create technology or broadband awareness, empower community organizations to upgrade to high speed internet, deploy free/subsidized Wi-Fi to a geographic area, deliver in-premises wi-fi, support expansion of fiber deployment, support digital literacy and other technology training in trusted and comfortable locations (libraries, community centers, churches, schools, recreation centers, senior centers, etc.), etc.

3.2 Workforce Development/ Educational Opportunities: Invest in programs and build on partnerships to deliver workforce development opportunities for the present and future workforce of the region.

Examples include but are not limited to projects that provide skills training for the jobs of the future, STEAM/IT education to equip community members with better literacy of technology, college and career readiness skills, career exploration and work-based learning opportunities, development of new or existing curricula for training, job development outreach activities directed toward engaging prospective employee, trainings to improve community's ability to attract and retain a workforce, etc.

3.3 Regional Quality of Life: Invest in projects that improve the regional quality of life through increase in access to recreational services, promotion of the arts and culture, increase in environmental sustainability practices, improve transit operations, increase child and family resources in the community, and promote volunteerism.

Examples include but are not limited to projects that promote and preserve place based identity/culture, support forums and commissions of community leaders, build community renewable energy, support a food bank to become energy efficient, build a watershed in the community, increase access to a cultural center, promote art classes and cultural activities, provide transit services to elderly, etc.

Please note that the priority funding categories have been developed through active community input.

4. Project Guidelines

We look to fund projects that promote social, economic, and civic equity in the counties of Mecklenburg, Halifax, Charlotte, Lunenburg and Brunswick.

We would like all projects to leverage community cohesion and partnerships to accelerate positive change. Additionally, we look to support projects whose applications demonstrate the following:

Review of project applications is based upon the following guidelines:

- 4.1 Align with at least one but preferably more than one of the funding categories (Broadband Expansion, Workforce Development/Educational Opportunities, Regional Quality of Life)
- 4.2 Address community priorities and clearly meet a community need.
Ideally, the problem the project the organization is addressing can be demonstrated through both a combination of reputable data/statistics, as well as narrative and/or feedback from community members and leaders. Microsoft recognizes that many challenges that face marginalized groups may not have adequate data to support the problem statement, in which case projects should stem from discussions in the community.
- 4.3 Promote collaboration among different groups.
Whether those groups are a coalition, multiple community organizations, a collective of community leaders, local businesses, etc., the project's integration with the community should be clear, and the applicant organization should be the primary facilitator of both the program and the community's collaboration.
- 4.4 Leverage sources of funding beyond Microsoft.
For long-term projects, projects should have the potential to be successfully sustained in the future either with or without future Microsoft funds beyond the end of 2020. Ideally, this can be demonstrated by describing current outside funding sources. If there are no other current funding sources, please describe the likelihood of future funding outside of Microsoft. (Such as expressed enthusiasm and potential support for this project from other donors, or a current demonstrated diversity of funding sources supporting the organization).
- 4.5 Demonstrate measurable outcomes and milestones for the project, by which success, or areas for learning and adjustment can be evaluated.
- 4.6 Serve marginalized groups or people who lack sufficient support from government or other sources.
- 4.7 Involve beneficiaries in the design or implementation of the project.
The project should involve those who benefit from it in the design and/or the implementation of the project. Similar to our above requirement that the project should address community needs, our most successful projects are informed by its beneficiaries in both the creation and the implementation of the project.
- 4.8 Provide opportunities for Microsoft employees to support and/or volunteer as part of the project or organization
- 4.9 Produce results that can be shared, replicated, or scaled up to increase impact.
The application should state any current plans or goals for how you will do so upon completion of the program (a report, a community briefing, a new program or coalition, etc.)

Please note that our ideal projects will leverage the above while also being deeply involved in the community and its advancement.

5. Ineligible Activities

We do not provide funding for the below activities:

- 5.1 donations to individuals or organizations applying for funding on behalf of another organization.
- 5.2 donations /scholarships for an individual which are not distributed through a non-profit foundation, academic research, or organizations that do not have legal designation as a non-profit.
- 5.3 organizations that permit the exclusion of a group based on their race/ethnicity, religion, sexual orientation or lifestyle, gender, or other social identity characteristics. See Microsoft's Nonprofit Program Eligibility Requirements, below.
- 5.4 sponsorships (i.e., one-time events, table sponsorship, dinner) except under special circumstances.
- 5.5 third party fundraisers

6. Other Requirements

- 6.1 The Community Empowerment Fund is only available for non-profit organizations (including organizations with U.S. 501(c)(3) status or the international equivalent), except under special circumstances
- 6.2 All non-profits must meet [Microsoft's Nonprofit Program Eligibility requirements](#).

Please note: Microsoft does not consider a nonprofit organization eligible to receive corporate charitable donations if it has a policy or mission of discrimination in hiring, compensation, promotion, termination, retirement, training, programs, and/or services based on race, color, sex, national origin, religion, age, disability, gender identity or expression, marital status, pregnancy, sexual orientation, political affiliation, union membership, or veteran status. The only exception to this policy is for religious organizations that are exempt from laws that prohibit such discrimination. The religious organization needs to provide an attestation that *"My organization is a religious organization that is exempt from laws that otherwise prohibit such discrimination."*

7. Instructions – Please Read

- ONLY FULLY COMPLETED APPLICATIONS SUBMITTED USING THIS FORM WILL BE ACCEPTED. Deadline for receiving the applications is September 30, 2020.
- **Microsoft representatives and members of our local Community Advisory Board will review applications by October 30, 2020. Finalists will be contacted at that time and asked to provide additional information as necessary in compliance with Microsoft's Conflict of Interest, Anti-Corruption, Anti-Discrimination, and Charitable Donations policies.** Awards will be announced by November 30, 2020.
- If you have any questions, please contact us at dcabva@microsoft.com

Application form

Section 1 – Project Overview

| Project Overview | |
|--|--|
| 1. Project Name <i>(up to three words)</i> | |
| 2. Project Description <i>(up to 100 words describing the project, e.g. "training youth to install solar panels")</i> | |
| 3. By what date will the funds be spent? <i>(If the exact date is unknown, give an approximate date, e.g. the month and year, quarter and year, etc.)</i> | |
| 4. Amount of funding requested from Microsoft (\$) | |
| 5. Are you applying for Community Small Fund or the Community Large Fund? <i>(Please see guidelines – 2. Types of Funds for more guidance)</i> | Community Small Project <input type="checkbox"/> Community Large Project <input type="checkbox"/> |
| 6. Which priority funding category does your project align with? Select more than one option if applicable <i>(Please see guidelines – 3. Priority Funding Category for more guidance. Please choose multiple options if applicable)</i> | Broadband Expansion <input type="checkbox"/> Workforce Development/ Educational Opportunities <input type="checkbox"/> Regional Quality of Life <input type="checkbox"/> |
| 7. Are you requesting Microsoft to contribute other resources for this project? If so list them. <i>(These can include volunteer time, equipment or software donations, etc.)</i> | |
| 8. What geographic area will the project serve in Des Moines? | |
| 9. List any key dates associated with the project <i>(Example: project launch date, volunteering event date, press release date)</i> | |

Section 2 – Recipient Organization Information

| Recipient Organization Information | |
|--|--|
| 10. Organization Name: | |
| 11. Organization Contact name: | |
| 12. Organization Contact email | |
| 13. Organization Address & Phone Number: <i>(If the application is successful, a physical check will be sent to this location. Please provide a clear mailing address including street address, city, state/province (if applicable), ZIP/postal code and country).</i> | |
| 14. Organization Logo and Web Site <i>(Where available, please add the logo of the organization with link to website here)</i> | |
| 15. Does the organization have any restrictions on how they can receive funds? <i>(If the application is successful, a physical check will be sent to the organization address provided above. In case the organization does not accept physical check, please provide more information on how they can receive funds)</i> | |
| 16. Organization mission and key goals: <i>(Provide the organization's mission statement or general purpose and main goals)</i> | |
| 17. Is this organization a registered U.S. non-profit 501(c)(3) organization or a registered non-profit in another country? | |
| 18. Please provide the organization's US federal employer identification number (EIN). If located in the U.K. or Canada, provide its Registered Charity Number. If located in another country, provide its tax or registration ID number equivalent to U.S. EIN (if applicable). <i>(In most countries, organizations will have a government number or ID that proves they are officially recognized as a non-profit. The organization or fiscal sponsor should be able to provide you with this information.)</i> | |
| 19. Has the organization previously applied for funding from Microsoft Community Empowerment Fund? (Please state yes, no, or don't know). If yes, for what project? | |
| 20. Has the organization previously received funding from Microsoft Community | |

| | |
|--|--|
| <p>Empowerment Fund? (Please state yes, no, or don't know). If yes, for what project?</p> | |
|--|--|

Section 3 – Project Benefits for the Community

Provide details on how this project benefits the community.

| <p align="center">Project Benefits for the Community</p> | |
|---|---|
| <p>21. Will the organization collaborate with other partners (non-profit organizations, community groups, associations, government agencies, etc.) on this project? If so, which partners and what will the partners do?</p> <p><i>(To build connections among local groups, we encourage projects in which multiple partners collaborate to make more of an impact)</i></p> | |
| <p>22. Why is this project necessary, and what are the project's purpose and key goals?</p> <p><i>(Describe why the project is necessary to the community, what need the project will meet, and the goals for meeting that need.)</i></p> | |
| <p>23. How many people are reached by the project directly?</p> | |
| <p>24. Does the project serve underrepresented or marginalized groups? If so, which group(s) does it support? (Check all that apply)</p> <p><i>(To help increase inclusion and reduce inequality, we encourage projects that intentionally support underrepresented or marginalized groups.)</i></p> | <p>Youth (0 – 21) <input type="checkbox"/></p> <p>Women <input type="checkbox"/></p> <p>LGBTQ+ groups <input type="checkbox"/></p> <p>Veterans <input type="checkbox"/></p> <p>People with disabilities <input type="checkbox"/></p> <p>Marginalized racial or ethnic groups <input type="checkbox"/></p> <p>Religious minorities <input type="checkbox"/></p> <p>Seniors or elderly people <input type="checkbox"/></p> <p>Marginalized immigrants or refugees <input type="checkbox"/></p> <p>Indigenous groups <input type="checkbox"/></p> <p>People with low income or living in poverty conditions <input type="checkbox"/></p> <p>Other: _____</p> |
| <p>25. Do the beneficiaries selected above participate in setting goals, implementation, or other aspects of the project? If yes, describe how beneficiaries are involved beyond receiving services.</p> | |

| | |
|--|--|
| <i>(To build leadership and community ownership in solutions, we encourage projects in which beneficiaries are not just receiving services but have power to shape the project)</i> | |
| <p>26. How will the organization know if the project has made a positive impact? How will the organization continue the impact after the funding period?</p> <p><i>(One way to show impact is to meet or exceed project goals, but there are other signs of positive impact, such as increased interest in the program, increased media coverage, feedback from participants, changes in attitudes, etc. To continue the impact after the funding period, organizations can seek other sources of funding, look for partnerships, empower participants to replicate or expand the work, etc.)</i></p> | |

Section 4 – Project Milestones & Budget

27. Please provide the overall funding needed for the successful implementation of this project. If you have other funding sources, please list the name of the funding source and the amount (confirmed or tentative). Please provide a breakdown of the expenses by listing the expense item, unit cost, total cost, amount requested from Microsoft, etc.

| | |
|--|--|
| Project name: | |
| Overall funding needed: | |
| Funding requested from Microsoft: | |

| Other Funding Sources | Confirmed funds | Tentative funds | Comments |
|---|------------------------|------------------------|-----------------|
| <i>Funding source 1 (names of foundations, corporations, grants received, etc.)</i> | | | |
| <i>Funding source 1 (names of foundations, corporations, grants received, etc.)</i> | | | |
| <i>Funding source 1 (names of foundations, corporations, grants received, etc.)</i> | | | |
| <i>In kind support</i> | | | |
| <i>Other (specify)</i> | | | |

| Expense Item | Unit Cost | Total Cost | Amount Requested from Microsoft | Comments |
|--|-----------------------------|-------------------|--|---|
| <i>Example budget</i> | | | | |
| <i>3 trainers for 60 hours each</i> | <i>\$25/hr. per trainer</i> | <i>\$4500</i> | <i>\$4500</i> | |
| <i>Food for workshops</i> | <i>\$20/person</i> | <i>\$1600</i> | <i>0</i> | <i>2 workshops--estimated 40 people total</i> |
| <i>Office/workshop space rental (1 year)</i> | <i>\$300/month</i> | <i>\$3600</i> | <i>\$ 1200</i> | <i>Building owner gives us 25% discount off rent (normal rent is \$400/month)</i> |
| Total | | \$9700 | \$5700 | |

28. For large community projects exceeding \$10,000, list the major objectives for the project, the project leads responsible for achieving the objectives, the completion date, and anticipated results. If the organization has a more detailed project plan, include that as an attachment.

| Key Milestones, Budget & Results | | | |
|---|--|---|------------------------|
| Task objective | Responsible organization | Completion date | Results |
| 1. [Insert objective of first task of the project.] | [Enter responsible organization and contact here.] | [Insert completion timeframe (specific date or relative timeframe, for example two weeks after project concept is approved).] | [Result 1—description] |
| 2. [Add additional rows, as necessary.] | [Enter responsible organization and contact here.] | [Insert completion timeframe (specific date or relative timeframe, for example two weeks after project concept is approved).] | [Result 1—description] |