

# Home Office Local Choice Grant Guidelines

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Our associates in the Home Office and Club Support have a long history of investing both time and financial resources in our local communities. In order to enhance the overall impact of this important aspect of our culture, the Foundation has created the Home Office Local Choice Grant Program.

This fiscal year, Home Office associates will have a total of \$1.5 million to recommend for distribution to local charitable organizations. Under the new guidelines, each department will be able to identify the needs of our community and submit the charity of their choice for funding consideration.

Home Office associates also have the opportunity to support local charities through the Volunteerism Always Pays (VAP) Program. Through this program, nonprofits may be eligible to receive funding from the Walmart Foundation in recognition of the time and talent associates commit to eligible charities. For more details about how to get involved in the [VAP program](#).

Below are the specific guidelines for the FY11 Home Office Local Choice Grant Program. If you have any questions, please do not hesitate to call Karen Parker at 479-204-9152.

Thank you for your continued commitment to our community and your interest in our company's mission to help people live better. Your efforts are making a difference in the lives of our customers and our associates, both here in Northwest Arkansas and around the world.

## Eligibility Requirements for Foundation Home Office Local Choice Grant Program Recipients

The Following organizations are eligible for consideration:

- Organizations must be within a 30 mile radius of the Home Office to qualify for funding.
- Organizations with current tax-exempt status under Section 501(c)(3) of the Internal Revenue Code. (NOTE: Organizations must be listed in the most current IRS 50 State Master File at the time their grant request is submitted).
- Recognized government entities for public purposes: State, County and City agencies, including departments of law enforcement and public libraries.
- Volunteer Fire Departments with current tax-exempt status under Section 501(c)(3) of the Internal Revenue Code; or that operate as an entity of a recognized government agency, as demonstrated by primary funding and documented by a letter from that agency.
- K-12 Public Schools/Districts, Charter Schools, Community/Junior Colleges, State Colleges and Universities.

- Private schools and colleges with current tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.
- Churches and other faith based organizations with current tax-exempt status under Section 501(c)(3) of the Internal Revenue Code, and with proposed projects that address and benefit the needs of the community at large. Examples of such projects include: Food Banks, Shelters, and Job Skills Training Programs.

## **Areas of Focus for Potential Grantees**

The Foundation has adopted Education, Job Skills Training, Environmental Sustainability and Health as our four areas of focus. When considering organizations for funding, projects that fall into one (or more) of the four areas of focus should be prioritized.

**Education** – Includes a program or initiative that addresses the educational needs of underserved young people ages 12-30. Examples are programs focused on drop-out prevention and improving college access or retention.

**Job Skills Training** – Includes a program or initiative that provides professional training, counseling and support services to help people improve their work-related skills. Examples are: career counseling services and job skills training.

**Health** – Includes a program or initiative that works to improve access to healthcare and to promote healthy lifestyles. Examples are: free healthcare clinics, immunization programs and health education organizations.

**Environmental Sustainability** – Includes a program or initiative that is designed to help people become more personally sustainable or to help support the environment, such as parks, recycling programs, outdoor classrooms, and environmental educational initiatives.

### **Additional Organizations or Projects that should be prioritized:**

Human services organizations, food banks, homeless shelters, violence prevention programs, senior centers and organizations that provide services to individuals with developmental disabilities.

## **Organizations and Projects that are Excluded from Home Office Giving**

- Organizations without a valid 501(c)(3) tax exemption status
- Event sponsorships including, but not limited to, races and walks
- Children's Miracle Network
- United Way
- Contests or pageants
- Political causes, candidates, organizations or campaigns
- Advertising, film or video projects
- Program advertising or marketing venues
- Individuals

- Athletic teams/events
- Tickets for contests, raffles, or other activities with prizes
- Capital campaigns and endowments
- Association memberships
- Organizations whose services are limited to its members
- Projects that send products or people for relief efforts to a foreign country
- Organizations or programs outside the communities we serve or outside the U.S.
- Organizations that fax, phone (telemarketing) or mail applications to our facilities.
- Organizations or fundraisers that intend to retain more than 25% of the grant funding.
- General operating expenses
- Proposals for Sharing and Caring of Benton County should not be submitted by individual departments. This organization is funded separately by the Walmart Foundation.
- Churches and other faith-based organizations when the proposed grant will only benefit the organization or its members. Examples of such projects include:
  - Youth groups
  - Purchase of Real Estate
  - Mission trips
  - Sunday school supplies

**\* Each Home Office Department that has been active since February 1, 2010, is located in NWA, and has NWA based associates is eligible to apply.**

**\*Please do not guarantee funding to organizations until your department has received the check for the recipient.**

### **Funding Allocation and Submission Deadlines**

- Grants will be reviewed and awarded during three funding cycles this fiscal year
- Submission deadlines for each funding cycle are:
  - May 14, 2010
  - August 13, 2010
  - November 30, 2010
- **Grant awards will be announced within one month from each submission deadline**
- Each Home Office Department has the opportunity to submit one Local Choice Grant proposal per funding cycle. If a department's submission is approved for a funding cycle they are no longer eligible to submit another proposal for the fiscal year.
- A council of Home Office associates, from across the Home Office campuses, reviews the proposals and makes the funding decisions based on the submissions.
- Grant [proposals](#) may be submitted for programs between \$10,000 and \$100,000
- Departments will only be eligible to receive one approved grant per fiscal year and there is no guarantee of funding.

### **Request for Funding and Award Processing**

- Proposals must be submitted utilizing the Local Choice Grant application form.
- Proposals that are not complete or do not meet the eligibility requirements will not be considered for funding
- The requesting department's Director or Vice President must authorize all submitted grant proposals by signing and dating his or her approval on the proposal
- Completed proposals will only be accepted via email submission to Home Office Grants
  
- All requests are subject to final approval by the Walmart Foundation.