

# **Sprint Volunteers Grant Application Invitation**

Congratulations. The Sprint employee who forwarded this document to you has nominated your organization to receive a \$250 Sprint Foundation "Sprint Volunteers" Grant.

To receive this grant, you must complete a grant application by clicking on the Web link provided at the end of this document. Before you submit an application, please review the guidelines to determine if your organization is eligible to receive a Sprint Foundation grant and to verify if the Sprint Volunteer has provided eligible volunteer service for this program.

## **How It Works**

- When a Sprint employee volunteers a minimum of 40 hours during the calendar year to a qualified nonprofit organization, the Sprint Foundation will donate a \$250 grant to that organization.
- Only hours spent volunteering on the employee's own time are eligible.
- An employee may receive only one volunteer grant per year.
- The employee must be an active employee at the time the volunteer time was donated to the qualified nonprofit organization.
- The organization must submit a grant application within 90 days of receiving e-mail notification from the Sprint employee volunteer. The Web link is provided at the end of this document.
- Applications will be screened against the IRS database and school accreditation organizations.
- Volunteer Grants will be approved or declined quarterly with communications provided to both the applying non-profit organization and the Sprint employee volunteer.

## **Eligible Organizations**

- U.S. nonprofit organization (public charity) that is certified for tax-exempt status under the Internal Revenue Service 501 (c)(3), including accredited private K-12 schools.
- All private or public elementary and high schools (Grades K-12) located in the United States that are accredited by one of the six regional accrediting agencies; an approved member association of the National Association of Independent Schools; the National Council for Private School Accreditation; or the State Department of Education of the state in which the school is located.
- Organizations that are tax exempt because they are a "political subdivision" that is part of a city, county or local government unit.

## **Ineligible Organizations**

- Political or religious organizations (except for faith-based accredited K-12 schools with a 501 (c)(3) IRS classification).
- Boy Scout Troops or other organizations that provide a 501(c)(3) that is affiliated with a religious organization (except for faith-based accredited K-12 schools with a 501 (c)(3) IRS classification)
- Schools that are not accredited.
- Organizations or private schools without a 501(c)(3) status.
- Organizations with a 501(c)(4) IRS classification (donations are not tax deductible).

### **Activities Not Considered Volunteerism**

- Participation on athletic teams
- Activities related to recreation and/or hobbies
- School activities such as parent/teacher conferences, attendance at school parties, orientations, concerts or theatre productions
- Participation in runs, marathons, walk-a-thons, bike-a-thons, golf tournaments
- An employee may not receive any financial compensation from the designated nonprofit organization, including tickets, tables at events, etc.

### **Grant Award Use Guidelines**

The \$250 Sprint Foundation grant may be used to support general operating expenses or specific programs.

### **Grant Fulfillment Process**

Once a grant application is submitted, the Sprint Foundation Volunteer Grant Coordinator will confirm 501(c)(3) status, school accreditation, and organization classification. Upon confirmation of eligibility, the grant will be approved. Sprint Volunteer grants are processed on a quarterly basis. Both you and the Sprint employee volunteer will receive an e-mail notifying you of the result. The check will be sent based on the schedule below.

### **Payment Schedule**

#### Nonprofit Applications Received by:

March 31  
June 30  
September 30  
December 31

#### Grants Paid by:

May 31  
August 31  
November 30  
February 28

### **Administrative Conditions**

The Sprint Foundation reserves the right to amend or discontinue this program at any time. The interpretation, application and administration will be determined solely by the Sprint Foundation, whose decision will be final. If you have questions, please contact the Sprint Volunteer who submitted your organization for the grant request.

### **Grant Application Submission Process**

1. Please click the following link to begin your grant application: [Sprint Volunteer Grant Application Link](http://www.grantrequest.com/SID_284/?SA=SNA&FID=35057) or copy and paste this Web address into your Web browser:  
[http://www.grantrequest.com/SID\\_284/?SA=SNA&FID=35057](http://www.grantrequest.com/SID_284/?SA=SNA&FID=35057)
2. Please enter the following password: **sprint**
3. Enter your Tax ID, and hit OK. Grant applications without a valid tax ID classified as 501(c)(3) will be declined unless they are for an accredited public school.
4. Answer all of the questions in the eligibility quiz, click OK
5. If you have passed the eligibility quiz, you will be able to complete an application. There are four pages to the application: Organization and Contact Detail, Volunteer Detail, Comments and Attachments.
6. In the documents section, please add the e-mail the Sprint employee volunteer sent you. If the organization is an accredited K-12 school, you must

- also upload the most recent accreditation letter in the document page. We cannot approve a grant to a K-12 school without this proof of accreditation.
7. Once you submit, you will receive a confirmation statement saying that we have received your application.

If you need to partially complete an application, save it and return to it later, you can. At the end of each page you have an option to proceed to the next page or to save and finish later. If you choose to save and finish later, you will be taken to a sign-in screen. You must enter your e-mail address where indicated and create a password. Once that is complete, you have two ways to go back and revise your application. You should receive an e-mail from the Sprint Grant System providing you a link (you'll still need to enter your e-mail address and password), or you can start the application process over again, click save and finish later, sign-in, and be taken to your list of partially completed grants.