



# Grant Guidelines

Community Relations & Corporate Philanthropy

## **Important Information for Nonprofit Organizations**

*The information below is intended to help charitable organizations craft appropriate grant proposals.*

*Specific questions can be submitted by email to: [community\\_relations@symantec.com](mailto:community_relations@symantec.com).*

## **About Symantec Community Relations & Corporate Philanthropy**

Symantec is the world leader in providing solutions to help individuals and enterprises assure the security, availability, and integrity of their information. Headquartered in Cupertino, Calif., Symantec has operations in more than 40 countries.

The purpose of Symantec's Community Relations and Corporate Philanthropy Program is to be an agent for positive change in our global communities. To accomplish this, we partner with community stakeholders to address social needs, focusing on youth and education. We contribute to the creation of healthy communities through a combination of monetary gifts, employee volunteerism and product donations.

## **What do we fund?**

Symantec funds charitable organizations having an international charter, a national charter in those countries where we maintain a business presence, or an individual community charter in communities within 50 miles of a Symantec office.

While the company prefers programmatic support, we will consider requests for general operating support. Decisions for general operating support depend on the strategic alignment of the organization's mission with Symantec's philanthropic goals.

The majority of Symantec grants are focused on strengthening the education system, with a particular interest in those programs that incorporate technology in teaching and that work to engage minorities and women in the technological sciences. Special emphasis is also placed on programs designed to better the lives of young people. We also, however, fund charitable organizations working to provide solutions to other unmet social needs.

Organizations should be able to demonstrate that their approach is sustainable – they should have a diverse funding stream, a high level of efficiency, documented expertise in their focus area, and strong leadership.

Symantec places a high value on measurable results. Organizations should set specific, obtainable objectives and milestones, and be able to show documented progress against those objectives.

Administrative costs should account for no more than 25 percent of the total operating budget.

## **Symantec does not fund or sponsor:**

- Individuals
- Organizations that are not classified as 501(c)(3) or the appropriate national equivalent
- Religious\*, veterans, or fraternal organizations
- Political causes and candidates
- Courtesy advertising
- Fundraising events such as luncheons, dinners, or sporting tournaments\*\*
- Capital campaigns
- Conferences or symposia
- Any organization deemed detrimental to Symantec's business goals or that can be classified as "anti-business"
- Private foundations
- K-12 schools
- For-profit ventures

\* Religious organizations that perform a secular community service are eligible for funding, provided the finances and operations of the organization's secular outreach are completely separate from the finances and operations of the organization's religious activities.

\*\* We retain limited funding for select fundraising events. If you are looking to secure sponsorship of a fundraising event, please send a letter of inquiry to [community\\_relations@symantec.com](mailto:community_relations@symantec.com) prior to submitting any sponsorship materials.



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## Grant cycle and typical grant amounts

Symantec evaluates grant proposals on a rolling basis. Requests should be submitted one full quarter (three full months) in advance of required funding date.

Grants to organizations with an international or national scope typically range from \$5,000 to \$100,000 USD. Grants for community-based organizations typically range from \$1,000 to \$30,000 USD. These grant amounts are given only as guidelines – Symantec maintains the right to assign appropriate grant amounts based on the strategic fit and scope of the proposed project.

## Proposal guidelines

Please include the following information in your proposal:

### Contact Information

Name of organization	Contact name – first, last, and title
Mailing address	Contact telephone
Website address	Contact fax
	Contact email

### Organization Information

Founding date	Staffing levels – indicate full-time, part-time and volunteer status
Mission statement	Operating budget for current year
Population served	Top three “signature” programs or activities
	Past successes and honors – include any awards or public recognition

### Geographic Scope

Does your organization operate: Internationally? Nationally? Regionally?

If regional, is your office located within 50 miles of:

- |   |  |
|---|--|
| <input type="checkbox"/> Auckland, New Zealand      | <input type="checkbox"/> Alexandria, Virginia        |
| <input type="checkbox"/> Beijing, China             | <input type="checkbox"/> American Fork, Utah         |
| <input type="checkbox"/> Berlin, Germany            | <input type="checkbox"/> Austin, Texas               |
| <input type="checkbox"/> Calgary, Alberta, Canada   | <input type="checkbox"/> Beaverton, Oregon           |
| <input type="checkbox"/> Dublin, Ireland            | <input type="checkbox"/> Cupertino, California       |
| <input type="checkbox"/> Madrid, Spain              | <input type="checkbox"/> Durham, North Carolina      |
| <input type="checkbox"/> Maidenhead, United Kingdom | <input type="checkbox"/> Fremont, California         |
| <input type="checkbox"/> Melbourne, Australia       | <input type="checkbox"/> Heathrow, Florida           |
| <input type="checkbox"/> Mexico City, Mexico        | <input type="checkbox"/> Herndon, Virginia           |
| <input type="checkbox"/> Milan, Italy               | <input type="checkbox"/> Milpitas, California        |
| <input type="checkbox"/> Munich, Germany            | <input type="checkbox"/> Mountain View, California   |
| <input type="checkbox"/> Or-Yehuda, Israel          | <input type="checkbox"/> Newport News, Virginia      |
| <input type="checkbox"/> Paris, France              | <input type="checkbox"/> Newton, Massachusetts       |
| <input type="checkbox"/> Pune, India                | <input type="checkbox"/> New York, New York          |
| <input type="checkbox"/> Ratingen, Germany          | <input type="checkbox"/> Orem, Utah                  |
| <input type="checkbox"/> Reading, United Kingdom    | <input type="checkbox"/> Redwood City, California    |
| <input type="checkbox"/> Sao Paulo, Brazil          | <input type="checkbox"/> Roseville, Minnesota        |
| <input type="checkbox"/> Seoul, Republic of Korea   | <input type="checkbox"/> San Francisco, California   |
| <input type="checkbox"/> Shannon, Ireland           | <input type="checkbox"/> San Luis Obispo, California |
| <input type="checkbox"/> Singapore                  | <input type="checkbox"/> Santa Monica, California    |
| <input type="checkbox"/> Sydney, Australia          | <input type="checkbox"/> Springfield, Oregon         |
| <input type="checkbox"/> Taipei, Taiwan             | <input type="checkbox"/> Sunnyvale, California       |
| <input type="checkbox"/> Tokyo, Japan               | <input type="checkbox"/> Waltham, Massachusetts      |
| <input type="checkbox"/> Toronto, Ontario, Canada   |  |



## Grant Guidelines

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### Proposal guidelines (continued)

#### *Partner Involvement*

- Other corporate sponsors and dollar amounts
- Other sources of funding (United Way, government, private donors)
- Partnerships with other nonprofit organizations

#### *Project Specifics*

- Description of project
- Need or problem addressed by project (please provide data or documentation to substantiate the stated need)
- Target population to be served
- Duration of project

#### *Project Budget*

- Dollar amount requested
- Other sources of funding for project and corresponding dollar amounts

#### *Additional requirements*

- 501c3 letter or in-country equivalent
- Board of Directors – members and affiliations
- Most recent audited financial report
- Most recent annual report
- Statement of non-discrimination

#### *Employee involvement*

- Symantec employees currently involved with the organization (Board of Directors, volunteers)
- Specific volunteer opportunities for Symantec employees, if any

#### *Measurement and evaluation*

- Goal or anticipated outcome of project
- Specific project objectives or milestones
- Methods, activities, strategies or steps taken to achieve objectives
- What does “success” look like?
- What will be done with the evaluation information that is gathered? Will the results be communicated publicly? To sponsors? Others?
- Sponsor acknowledgement and recognition plans

- Depending on grant amount, organizations may be expected to provide a summary of project objectives met and milestones achieved.
- Symantec requires tax receipts for all charitable donations. Failure to provide a tax receipt will prohibit future funding.
- Symantec requests notification of any intent to use the Symantec logo or name on the web, in print, or in any other way.

### Proposal submissions

Symantec does not accept grant proposals by email or by fax. Please mail all materials and attachments to:

Symantec Community Relations  
20330 Stevens Creek Blvd.  
Cupertino, CA 95014  
U.S.A.

### Timeline and notification expectations

Organizations will receive email confirmation of proposal receipt. Proposals will pass through an initial Corporate Giving review, then a second review by the appropriate corporate or region-specific committee. You may be contacted for a follow-up meeting at any point in this process.

If the decision is made to fund the proposed project, you will be notified within three months of the proposal receipt date. Symantec regrets that we cannot contact every organization that submits a grant proposal.

All questions can be directed to [community\\_relations@symantec.com](mailto:community_relations@symantec.com).