



Grant Guidelines

The Symantec Foundation

Important Information for Nonprofit Organizations

The information below is intended to help charitable organizations craft appropriate grant proposals to the Symantec Foundation. Specific questions can be submitted by email to: community_relations@symantec.com.

About The Symantec Foundation

The Symantec Foundation is a private 501(c)(3) organization providing monetary grants to education-based nonprofit organizations. The Foundation exists to fund education initiatives that demonstrate broad impact and measurable results, with a particular emphasis on math, science, technology and engineering initiatives.

What do we fund?

The Symantec Foundation funds U.S. charitable organizations having an international charter, a national charter, or an individual community charter in communities within 50 miles of a Symantec office.

While the Foundation 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 the Symantec Foundation's philanthropic goals.

Symantec Foundation 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.

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.

The Symantec Foundation 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.



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Grant cycle and typical grant amounts

The Symantec Foundation evaluates grant proposals on a quarterly basis – in February, May, August, and November. Deadlines are as follows:

- For February decision – Proposals due by January 15
- For May decision – Proposals due by April 15
- For August decision – Proposals due by July 15
- For November decision – Proposal due by October 15

Grants to organizations with an international or national scope typically range from \$15,000 to \$200,000 USD. Grants for community-based organizations typically range from \$5,000 to \$30,000 USD. These grant amounts are given only as guidelines – the Symantec Foundation 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"/> Alexandria, Virginia | <input type="checkbox"/> Newton, Massachusetts |
| <input type="checkbox"/> American Fork, Utah | <input type="checkbox"/> New York, New York |
| <input type="checkbox"/> Austin, Texas | <input type="checkbox"/> Orem, Utah |
| <input type="checkbox"/> Beaverton, Oregon | <input type="checkbox"/> Redwood City, California |
| <input type="checkbox"/> Cupertino, California | <input type="checkbox"/> Roseville, Minnesota |
| <input type="checkbox"/> Durham, North Carolina | <input type="checkbox"/> San Francisco, California |
| <input type="checkbox"/> Fremont, California | <input type="checkbox"/> San Luis Obispo, California |
| <input type="checkbox"/> Heathrow, Florida | <input type="checkbox"/> Santa Monica, California |
| <input type="checkbox"/> Herndon, Virginia | <input type="checkbox"/> Springfield, Oregon |
| <input type="checkbox"/> Milpitas, California | <input type="checkbox"/> Sunnyvale, California |
| <input type="checkbox"/> Mountain View, California | <input type="checkbox"/> Waltham, Massachusetts |
| <input type="checkbox"/> Newport News, Virginia | |



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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:

The Symantec Foundation
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 Philanthropy review to check for completeness, then a second review by the Symantec Foundation Board of Directors. 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 by the last day of the month in which the Board meeting is held (February 28, May 31, August 31, November 30). Symantec regrets that we cannot contact every organization that submits a grant proposal.

All questions can be directed to community_relations@symantec.com.