

CHARITABLE GIVING CENTER

Computer application: schools and organizations

EIN: 92-1162407

WHO SHOULD USE THIS FORM

Registered 501(c)(3) nonprofits, schools, shelters, libraries and community programs requesting computers for the people they serve. Individuals and families should use the individual application.

How do I apply?

Complete every section of this application and sign it. Applications with missing information can't be reviewed. Submit only one application every 30 days.

Print the application and mail it to the address below. Applications sent by email, through a website form or by phone are not accepted.

Mailing address:

Charitable Giving Center
1175 Shaw Avenue, #104-135
Clovis, CA 93612

When will I hear back?

Your application stays on file for 30 days from the date it is postmarked. The Board of Directors reviews your needs and checks them against the donated computers on hand.

If a computer is available for you, a Board Member will contact you within 30 days. We can't reply to every application, so please include a phone number with working voicemail and a valid email address. If you haven't heard from us after 30 days, you are welcome to apply again.

Please do not call the donation line about your application. The people who answer it can't see applications or give status updates.

It is your responsibility to

- Check your application for missing information or errors before you mail it.
- Have your IRS determination letter ready in case we ask for it.
- Note the date you mailed your application.
- Update your application if you reapply after 30 days, including changes to your needs, board members or officers, or nonprofit status.
- Be honest and complete in everything you provide.

Program rules and penalties

Giving false information, or leaving information out on purpose, to get a computer you are not eligible for (or to help someone else get one) is a crime. If your information is found to be false or incomplete, you must return the computers or pay their value.

I understand that if I commit a program violation by:	I may:
• Leaving out information or making false statements • Falsifying documents • Having others make false statements for me	• Be required to return the computer • Pay for any damage so it is returned in the condition I received it • Be required to pay its value if I can't return it • Be fined or imprisoned under state and federal law

Use of Employer Identification Numbers

IRS rules require us to report what assistance we provide and to whom. If you are selected, you will need to provide your organization's Employer Identification Number (EIN). Without it, we can't provide computers.

All assistance provided by the Charity is considered income by the IRS. EINs, names and addresses are provided to the IRS.

Nondiscrimination

Everyone is treated equally and with respect. In keeping with federal law, discrimination based on race, color, national origin, sex, age, religion, political beliefs or disability is prohibited.

Privacy

The Charity will not share your information unless you give permission or federal or state law allows it. Your information is used to manage the program and meet its rules.

APPLICANT INFORMATION

NAME AND TITLE OF PERSON REQUESTING

NAME OF ORGANIZATION

ADDRESS OF ORGANIZATION (STREET, CITY, STATE, ZIP)

PHONE (WITH VOICEMAIL)

ALTERNATE PHONE

YEARS IN OPERATION

EIN

EMAIL ADDRESS

WEBSITE

YOUR MISSION STATEMENT

THE COMPUTERS YOU NEED

Types of devices (check all that apply):

☐ Laptops ☐ Desktops ☐ Chromebooks ☐ Tablets ☐ Monitors ☐ No preference

What will it be used for? (check all that apply):

☐ Classroom or computer lab ☐ Job training ☐ Client or resident use ☐ Staff and office work
☐ Library or public access ☐ Other

How many devices do you need? _____ **How many people will use them?** _____

TELL US WHAT THE COMPUTERS ARE FOR AND WHY YOU CAN'T PROVIDE THEM YOURSELF

Include everything that matters. We will not contact you to ask for more details.

By signing below, I confirm that I have read and understand this form and that the information I provided is true.

AUTHORIZED SIGNATURE	DATE
NAME AND TITLE (PRINT)	