

PROGRAM OVERVIEW

Thank you for your interest in the Adobe Software Donation Program. Building on more than 20 years of innovation, Adobe helps people and organizations communicate better through its world-leading digital imaging, design and document technology platforms for consumers, creative professionals, and enterprises.

Adobe Product Donation program, administered by Gifts In Kind International, provides eligible schools and nonprofits with the tools they need to provide digital technology and visual literacy to the community. Donations will be evaluated against the eligibility guidelines and matched on a first-come-first-served basis, while supplies last.

Software cannot be used for raffles, door prizes, auctions, or other fundraising activities or individual student awards. Software must be used on the organization's premises for its capacity building or educational purposes.

APPLICATION PROCESS

- Eligible organizations must request **four (4)**. Each package provides one license for one computer only. Total order must equal 4 packages.
- Organizations may apply once per Adobe Fiscal Year (December 1 – November 30), and no organization is guaranteed an award.
- Requests are reviewed based on the primary services the organization provides and how well those services match the priority focus areas designated by Adobe and outlined below (see Eligibility Guidelines).
- Award decisions are subject to availability.
- The application process takes 2-3 months, including shipping.
- Completed applications must include supporting documentation to verify organizations nonprofit eligibility, their non-discriminatory practices, and the signed anti-piracy contract. **Non-Profit documentation varies from country to country, but must be in an official language of the country and accompanied by a notarized translation in English.**
- Completed applications must be submitted via fax or airmail with credit card information for processing required fees. Fees can NOT be paid by cash, check or money order.

ELIGIBILITY GUIDELINES

Adobe supports organizations that provide direct services to the end-beneficiary in one of these focus areas:

1. Creativity in education

Adobe supports programs that enable and inspire K-12 students to think creatively, communicate effectively, and work collaboratively by focusing on the use of digital technology and visual literacy in schools and community-based organizations. Eligible organizations must incorporate these technologies in their curricula. Eligible organizations in this service area include:

- K-12 public schools and school districts, and non-profit private schools with official accreditation
- Non-profit organizations that serve children in grades K-12,
- Non-profit organizations that provide direct services to teachers at all levels,
- Non-profit organizations that focus on low-achieving, economically disadvantaged students and/or those who are not succeeding with traditional methods.

2. Commitment to the Community

Adobe also supports nonprofit organizations and programs that address community-specific needs, with an emphasis on the following criteria:

- Promoting and providing cultural awareness and arts education programs for the broader community;
- Protecting the natural environment and improving public spaces for the enjoyment of the community
- Providing services to reduce hunger and homelessness and provide affordable housing community
- Improving access to electronic information for people with disabilities

Eligible organizations must also meet ALL of the following criteria:

- Be located in Australia, Belgium, China, France, Germany, India, Ireland, Italy, Japan, The Netherlands, New Zealand, Sweden, or the United Kingdom
- Have an annual budget of USD\$10 million or less
- Have 501(c)(3) or equivalent non-profit status, be an officially accredited public or non-profit private school and provide evidence of this
- Must provide a non-discrimination policy showing that the organization does not advocate, support or practice unlawful discrimination based on race, religion, age, national origin, language, sex, sexual preference, or physical handicap
- Must provide **direct services** in one of the focus areas mentioned above

Adobe does NOT support the following:

- Individuals;
- Organizations that promote political views, influence legislation, or support candidates for public office;
- Churches, houses of worship, religious or sectarian programs for religious purposes, or religious training programs including but not limited to seminaries, theology schools, yeshivas, etc.;
- Endowments and private foundations that are themselves grant-making organizations;
- Research or advocacy organizations and think-tanks that do not provide direct services to the end-beneficiary; and
- Fraternal organizations

A. APPLICANT CONTACT DETAILS

Note: we cannot ship to P.O. Box addresses, or residential addresses.

Name of Organization:	
Street Address: (no P.O. Boxes, or residential addresses)	
City, State, Province:	
Zip/Postal Code:	Country:
Contact Person:	
E-mail:	Website:
Telephone:	Fax:

PLEASE HAVE AN EXECUTIVE READ AND SIGN THE FOLLOWING:

Your organization, by requesting donated products through Gifts in Kind International, represents the following:

1. Holds 501(c)(3) equivalent non-profit status in the country in which it operates or is a public school or non-profit private school with official accreditation. In countries which provide charitable designation for nonprofits, requesting organization must hold charitable status. Organizations must be entitled to receive tax deductible gifts.
2. The goods will be used solely for the care of the disadvantaged, ill, needy, or youth, or benefit the local community.
3. The use of the goods will be related to the purpose of the organization making it tax-exempt. The organization must not promote religious faith as one of its explicit goals and must not have the nomination or election of candidates to political office as an explicit purpose.
4. The goods will not be transferred by this organization in exchange for money, property, or other services. You agree that this restriction may be enforced by a court entering equitable relief, including but not limited to injunctive relief.
5. Donations must be used by the recipient organization to operate its offices or be distributed directly to those in need, free of charge. Donations cannot be used for fundraisers, raffles, or auctions; given to volunteers or staff members; or sold in retail stores or flea markets. Gifts In Kind International reserves the right to limit or restrict the quantities of donations your organizations requests.
6. The organization agrees to provide complete substantiation of its distribution of all product donations to Gifts In Kind International promptly upon request. In addition, the organization agrees to maintain adequate books and records of these donations as required by applicable regulations and to make such records available upon request.
7. Organizations using donated products for purposes other than those intended will be removed from the program, and legal action will be taken.
8. Organizations receiving donations agree to provide all freight-forwarding documentation to Gifts in Kind International to verify proper handling of the donations (to include the bill of lading, and all other freight and receipt information).
9. Any goods received from Gifts in Kind international will not be used with the intention or knowledge that they will be used to commit a terrorist act.

Executive Signature: _____ Title: _____

B. SUPPORTING DETAILS

1. Adobe requires a copy of your Board approved non-discrimination policy included with this application. This can be copied from your company handbook, but should contain language stating that the organization does not advocate, support or practice unlawful discrimination based on race, religion, age, national origin, language, sex, sexual orientation, or physical handicap. If you do not have a non-discrimination policy, please create one and have it signed by an Executive of your organization.

Non-discrimination policy is attached.

2. Please select ONE category that best describes your organization (check only ONE):

- Public School, or non-profit private school
- Youth Education/Youth Development Organization
- Arts and Cultural Organization
- Environmental Organization
- Shelter/food distribution provider
- Computer and electronic information training organization for the disabled

3. Please indicate which direct service your organization **PRIMARILY provides (check only one):**

- Programs that enable and inspire K-12 students to think creatively, communicate effectively, and work collaboratively, using digital technology and communication tools
- Promoting and providing arts education and cultural awareness programs for the broader community
- Providing services for low-income families, specifically reducing hunger and homelessness and providing affordable housing.
- Protecting the natural environment and improving public spaces for the enjoyment of the community
- Improving access to electronic information for people with disabilities

4. In 25 words or less, please describe the programs and services your organization provides that relate to the service area you selected in Question 3 above. **This question is crucial in determining your organization's eligibility. Please write in English only.**

5. Please indicate your annual budget: \$ _____

6. Please select the primary use of the Adobe software. Select ONE only:

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Converting to PDF | <input type="checkbox"/> Program Materials | <input type="checkbox"/> Computer Training | <input type="checkbox"/> Website |
| <input type="checkbox"/> Newsletters | <input type="checkbox"/> Marketing Materials | <input type="checkbox"/> Educational Materials | <input type="checkbox"/> Graphic Design |
| <input type="checkbox"/> Training Materials | <input type="checkbox"/> Presentations/Reports | <input type="checkbox"/> Completing Forms on-line | <input type="checkbox"/> Videos |

C. PRODUCT, PAYMENT, SUBMISSION DETAILS

See Adobe's web site at www.adobe.com for a complete description of Adobe products including technical specifications. Technical Support is NOT included as a part of this donation.

Important Note: Agencies must select 4 items only. All orders shipped International English unless specified. Please allow approximately 3-4 months for shipping if a language other than Int'l English is selected.

Item #	Description	Specify Language: German, Int'l English, Japanese, French, Italian or Spanish	Retail Value (in USD)	QTY	Total Admin. Charge (in USD)
432161IE	Acrobat Pro 9.0 Win		\$535		
432162IE	Acrobat Pro 9.0 Mac		\$535		
432165IE	Illustrator CS 4.0 Win		\$769		
432166IE	Illustrator CS 4.0 Mac		\$769		
432167IE	InDesign CS 4.0 Win		\$899		
432168IE	InDesign CS 4.0 Mac		\$899		
432169IE	Photoshop CS 4.0 Win		\$835		
432170IE	Photoshop CS 4.0 Mac		\$835		
432171IE	Premiere Pro CS 4.0 Win		\$1025		
432185IE	Premiere Pro CS 4.0 Mac		\$1029		
432175IE	Contribute CS 4.0 Win		\$217		
432176IE	Contribute CS 4.0 Mac		\$217		
432177IE	Dreamweaver CS 4.0 Win		\$515		
432178IE	Dreamweaver CS 4.0 Mac		\$515		
432179IE	Flash Pro CS 3.0 Win		\$899		
432180IE	Flash Pro CS 3.0 Mac		\$899		
				4	\$300

Administrative charges must be paid by credit card.

<p>CREDIT CARD</p> <p><input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover/Novus Card number: _____</p> <p>Exp. Date: _____ Cardholder Name: _____</p> <p>Total Amount: US\$ _____ Signature: _____</p>

SUBMIT COMPLETED APPLICATION TO GIFTS IN KIND INTERNATIONAL:

Fax number: 001-703-836-5641
Attention: Adobe Program Manager

OR Via Mail:
Gifts in Kind International
333 North Fairfax St, Suite 100
Alexandria, VA 22314, USA

DON'T FORGET TO INCLUDE:

- Pages 3 - 5 of this application with all sections completed, and
- A copy of your board-approved nondiscrimination policy, and
- A copy of your tax exemption documents, (for nonprofits) or
- A copy of your official school accreditation document. (for schools)