

Eligibility: Do You Qualify?

Battelle will consider proposals for projects in locales in which Battelle's Pacific Northwest National Laboratory has offices. Added consideration is given to requests from organizations in which our employees actively participate. Battelle discourages requests that duplicate existing services and programs and does not provide funding for multi-year projects, or for political or religious purposes. Preferential support is given for regional and/or local organizations and projects, over national organizations. Financial support is not provided for individuals, athletic events or tournaments, contests, fairs, parades, extracurricular school activities, animal organizations, courtesy advertisements, professional meetings and conferences or overheads and administrative expenses.

To be eligible, projects must meet the following criteria:

- Proposal describes the strategic commitments the organization is making to the proposed project and describes any benefits to under-represented groups and/or economically disadvantaged populations.
- Include cost breakdown of budget as appropriate.
- Proposal should have a broad impact to the community/region and align with [PNNL's strategy](#).
- Proposed education projects must address one or more of the following areas that are critical to improving science, technology, engineering and math (STEM) education:
 - ✓ Efforts promote diversity and inclusion within STEM, including a focus on under-represented or economically disadvantaged students.
 - ✓ Efforts provide professional development for teachers or administrators in the areas of educational enhancement, instruction, and assessment.
 - ✓ Efforts increase student achievement, interest and participation in STEM-related studies and careers.
 - ✓ Efforts enhance, extend, and enrich the "core" curriculum by linking academic learning to the world beyond the classroom.
 - ✓ Efforts that require additional equipment and/or instructional materials that can be used to enhance teaching and learning of STEM.
 - ✓ Efforts build community understanding about, and participation in, standards-based STEM education.

Battelle may also consider requests from community/civic organizations, other than those that have a 501(c)(3) or 170(c) tax-exempt status, for projects that reflect [Battelle interests](#), mission and values and have a broad impact. Generally, we will not support fundraisers (e.g. tables) and galas and will give preferential consideration to projects that improve the community-wide quality of life and promote economic development and focus on under-represented and rural populations.

In the above programs, we generally will consider one special project or situation per cycle for each organization. In all cases, the merit of the proposal, weighed with other factors cited in this guideline, is key.

How to Submit a Funding Request

To initiate a funding request, applicants should provide a proposal using the [on-line form](#) with the following information:

- Short description of the organization and its objectives;
- Specific purpose of the request and the amount requested from Battelle (if appropriate, present total request in increments or by alternatives, indicating priorities, and provide a cost breakdown);
- List of other funding sources (e.g., foundations, corporations) and the amounts received, if applicable;
- Describe how Battelle's donation will be recognized.

Requests for funding should be submitted to Battelle through official channels of the requesting organization. A copy of the organization's IRS 501(c)(3) tax determination letter or W-9 form will be requested as needed. Proposals should be submitted electronically to [Annette Schutzenhofer](#) (or by mail) and must clearly represent the organization, e.g., a logo or similar format that contains the name and complete contact information normally included on letterhead stationery.

Follow-up

Battelle's fiscal cycle is October 1 through August 30. Requests received too late for consideration in the current fiscal cycle should be resubmitted for the next cycle. Our committee meets every 2-3 months during the year to review requests, although the complete review and approval process may take several months. When the review is complete, the organization will be notified of the results by email. If a corporate donation is the result, the organization is asked to acknowledge receipt of the donation and, when the project is complete, submit a progress report telling Battelle and PNNL of the completion of the project, whether or not all goals were achieved, and any other commentary (e.g., number of people and/or under-represented communities impacted, etc.) that might be appropriate for that project. The report should include a copy of any materials in which Battelle's corporate gift is acknowledged.

Submit funding requests to:

Beth Norris
Community Affairs Consultant
Pacific Northwest National Laboratory
P. O. Box 999, MSIN K1-55
Richland, WA 99352
(509) 375-3931
Giving@pnnl.gov