

## Charitable Giving Guidelines

Battelle will consider proposals for projects or events 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, scholarships, athletic events or tournaments, contests, fairs, parades, extracurricular school activities, animal organizations, courtesy advertisements, professional meetings and conferences or overheads and administrative expenses. These eligibility restrictions apply to both philanthropic fund requests and sponsorship requests.

## Philanthropic Fund Requests

To be eligible, proposals must meet the following criteria:

- Organizations must have a 501(c)(3) or 170(c)\* tax-exempt status.  
*\*Religious organizations as defined by IRS Section 170(b)(1)(A)(i) or with a National Taxonomy of Exempt Entities (NTEE) Code in group X are ineligible for corporate grants. Religious schools are also ineligible. Private, secular schools with a valid 501(c)(3) status are eligible.*
- 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.
- 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.

## Sponsorship Requests

Battelle may also consider sponsorship requests from community/civic organizations, for projects or events that reflect [Battelle interests](#), mission and values and have a broad impact, improve the community-wide quality of life, and promote economic development and focus on under-represented and rural populations.



## How to Submit a Funding Request

To initiate a funding request, applicants should follow the steps below:

**Step 1:** Review the Charitable Giving Guidelines and ensure both your organization and your request are eligible for funding.

**Step 2:** Complete the appropriate funding request form:

- Apply for Philanthropic Funds by completing the Philanthropic Funding Request Form.
- Apply for Sponsorship Funds by completing the Sponsorship Request Form.

**Step 3:** Submit your completed form and a current W-9 for your organization to [giving@pnnl.gov](mailto:giving@pnnl.gov). Current is defined as signed within 12 months of your submission date.

## Funding Cycle and Follow Up

Battelle's funding cycle for philanthropic requests is October 1 through January 31. Requests for sponsorship funds will be considered throughout the year. Requests received too late for consideration in the current funding 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](mailto:Giving@pnnl.gov)