

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. Battelle also does not provide continuing funding for recurring 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, courtesy advertisements, professional meetings and conferences, overheads and administrative expenses, or emergency funds.

To be eligible, an education project must meet the following criteria:

- Proposal is endorsed by an administrator from the school or school district.
- Proposal describes the strategic commitments (e.g., financial, in-kind, people, etc.) the organization is making to the proposed project.
- Proposed projects must address one or more of the following areas that are critical to improving science, technology, engineering and math (STEM) education:
 - ✓ Efforts to provide professional development for teachers or administrators in the areas of curriculum, instruction and assessment.
 - ✓ Efforts to increase student achievement, interest and participation in STEM-related studies.
 - ✓ Efforts to 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 to promote diversity and equity within STEM, including a focus on under-represented students.
 - ✓ Efforts to build community understanding about, and participation in, standards-based STEM education.

Battelle may also consider requests from community 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. 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.

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 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 the cost of each);
- List of other funding sources (e.g., foundations, corporations) and the amounts received;
- List of Battelle staff members who are active in the organization;
- Discussion of efforts to memorialize (recognize) the Battelle name and to publicize distribution of Battelle funds to your organization.

Requests for funding should be submitted to Battelle through official channels of the requesting organization with a copy of the organization's IRS 501(c)(3) tax determination letter. Proposals may be submitted electronically or by mail and must clearly and officially represent the organization, e.g., a logo or similar format that contains the name and 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 a given 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. If a corporate gift is the result, the organization is asked to acknowledge receipt of the gift and, when the project is complete, send a progress report telling Battelle of the completion of the project, whether or not all goals were achieved, and any other commentary that might be appropriate for that project. We would also like a copy of any materials in which Battelle's corporate gift is acknowledged.

Submit funding requests to:

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