

**Software Donation Application for Desktop Productivity Products
(Lotus SmartSuite and Organizer)**

About Lotus SmartSuite: The Lotus family of desktop productivity products offered through the Lotus Software Donation Program include **1-2-3** (an electronic spreadsheet), **Approach** (a relational database), **Freelance Graphics** (a graphics presentation program), **Organizer** (a desktop organizer with calendar and scheduling features), **WordPro** (a team word processor), **FastSite** (an intranet and Internet document publisher), and **IBM ViaVoice Gold** (voice recognition software integrated with WordPro and 1-2-3).

These products are available as the **SmartSuite Millennium** package of software applications (all the desktop productivity products bundled in one package). Additionally, Lotus Organizer is available as a single, (unbundled) product. All products are compatible with each other as well as across hardware platforms.

For further information about Lotus products, technology and services visit our Website at: <http://www.lotus.com/home.nsf/welcome/products>. For comprehensive information about IBM philanthropy and other IBM corporate giving programs, please visit our Website at: <http://www.ibm.com/ibm/IBMgives/>.

Please complete all sides of this application (answer Parts I through V), and return to: **Lotus Software from IBM, Lotus Software Donation Program, Att: S. Glassman, One Charles Park, Cambridge, MA 02142.**

PART I: Contact and Background Information

1. Legal name of organization (as shown in tax-exempt classification under Sections 501(c)(3) or 170(c), of the U.S. Internal Revenue Code, and primary mailing address (No P.O. box, please):

2. Does your organization operate under any other name(s)? Yes or No . If yes, please list name(s) here:

3. Name and title of president, director, or equivalent officer of your organization:

4. Phone number, fax number, and email address of organization:

5. Federal employer ID number:

6. Name, title, and phone number of contact person for this application:

7. Charter of organization:

8. Type of organization (*please check one*): K-12 Ed Adult Ed Under-represented group Cultural Human Service Health Service Public/Govt Environment Other:

9. Geographic service area: Local region Statewide National International Other (*please describe*):

10. Annual budget of organization:
 under \$500,000 \$500,000 -- \$1 million \$1 -- \$3 million above \$3 million

PART II: Technology Information

1. Please indicate the number of staff: Full-time: _____ Part-time: _____ Volunteer: _____.
2. Do you have an MIS staff? Yes or No . If not, who is responsible for acquiring, maintaining, and supporting your computer resources?
3. On average, how many hours per week are MIS services available _____ . If available less frequently than weekly, how many hours per month _____ .
4. Does your organization have an internal network of PCs or Macintoshes? Yes or No . If yes, how many computers are connected by the network? _____ . How many are standalone? (not connected to a network): _____ .
5. Please indicate which of the following processors your organization currently owns (*check all that apply*): Intel 486-based PC Pentium or Pentium II Pentium III Other (*please specify*):
6. Does your organization have access to the Internet? Yes or No . If yes, please describe (include name and version of Web browser, name of your Internet Service Provider (ISP), primary uses of the Web, and your organization's URL, if any).
7. Please indicate the operating systems your organization currently uses (*check all that apply*): MS Windows 95/98 MS Windows ME MS Windows 2000 MS Windows NT 4.0 Novell NetWare 3.11 or higher IBM OS/2 Warp IBM OS/2 Warp Connect or later IBM AIX Sun Solaris SPARC Sun Solaris Intel Other (*please specify*):
8. Please indicate which of the following, software applications, if any, are in use in your organization (*check all that apply*): Database (e.g. Approach, Access, DB2) Word Processor (e.g. WordPro, Word for Windows) Spreadsheet (e.g. 1-2-3, Excel). E-mail (e.g. Notes, cc:Mail, Eudora) Other (*please specify*):
9. Please indicate which of the following **Lotus** software products, if any, are in use in your organization (*check all that apply*): 1-2-3 Freelance Graphics AmiPro WordPro ScreenCam Organizer Approach cc:Mail Notes/Domino SameTime Other (*please specify*):

PART III: Priority and Eligibility Guidelines

PRIORITY GUIDELINES: The Lotus Software Donation Program provides the opportunity for non-profit organizations that focus on societal needs such as education, the environment, health, human services, the arts, and culture to receive Lotus software products at no charge. Priority will be given to organizations that meet one or more of the following:

- K-12 Education Reform:*** Initiatives aimed at encouraging systemic reform in public schools serving kindergarten through twelfth grade. (At a state and site level, we encourage the support of organizations that work across districts around issues of school governance, curriculum, assessment, and accountability.)
- Workforce Development:*** Initiatives aimed at developing a skilled workforce, with an emphasis on innovative technology solutions that improve recruitment, curriculum assessment, job placement, and communications.
- Global Workforce Diversity:*** Initiatives to provide increased technology access opportunities for under-served individuals, including racial, ethnic, and linguistic minorities, gays/lesbians, older persons, physically disabled persons, people with special needs, and women.
- Technology Enhancements for the Nonprofit Sector:*** Initiatives that apply IBM and Lotus technology solutions to improving the capacity of non-profits, especially those working in the above focus areas, to achieve their missions.

ELIGIBILITY GUIDELINES: To qualify for consideration applicants must **a)** be classified as tax-exempt under sections 170(c) or 501(c)(3) of the U.S. Internal Revenue Code; **b)** demonstrate how the use of Lotus software from IBM will accomplish an objective(s) that furthers the mission of their organization and; **c)** define measures that allow for evaluation of the software's effectiveness. (For details, see **Part V: Required Information.**)

Eligible organizations are those that do not advocate, support or practice discrimination based on race, religion, age, national origin, language, sex, sexual preference, or physical handicap.

The following are ineligible to participate: individuals; political, labor, religious, fraternal, or sports organizations; fundraising events such as raffles, telethons, walk-a-thons, or auctions; capital campaigns, and reconstruction or renovation projects; private or parochial schools; chairs, endowments, or scholarships sponsored by academic or nonprofit institutions; special events such as conferences, symposia, or sports competitions; program journal advertising; single events, dinner conferences, awards, and international tours.

PART IV: Affirmation of Agency Eligibility

The person affirming eligibility and signing this application must have the legal power to represent the organization in this matter and, by signing, affirms that all the information supplied above by the applicant is true and correct.

By signing, I hereby affirm that I have read and understood IBM Corporate Community Relations priority guidelines and eligibility guidelines described above, all the information I have supplied above is true and correct, and I have determined that the below named organization I legally represent is eligible within them:

Name of the organization seeking IBM support:

Signature:

Name (please print):

Title:

Date:

Part V: Required Information

1. To apply for Lotus Desktop Productivity products please submit with this application a copy of:
[] Your current tax-exempt classification under sections 170(c) or 501(c) (3) of the U.S. Internal Revenue Code, and [] Your most recent audited financial statements (required *only* if you are requesting over ten items).
2. Desktop products available through this program: The SmartSuite Millennium Edition product is available in two forms: as a full product (includes license, documentation, and media) and as a license (includes license to use only). Lotus Organizer is available as a full product only.

In the table below, please check the Desktop products(s) you are requesting and indicate the quantity.

Product	Operating System	Qty:
[] Lotus SmartSuite Millennium Edit., full product	Win/98/ME/2000/NT/XP	
[] Lotus SmartSuite Millennium Edit., license version	Win/98/ME/2000/NT/XP	
[] Lotus Organizer	Win/98/ME/2000/NT/XP	

3. In the space provided below, please tell us briefly what you plan to accomplish with the requested software.

4. Please list your application and funding history, if applicable, with both Lotus and IBM in the past five years. Please include application dates, whether funding or an in-kind (e.g. software, hardware, training) donation was received, and if so, the amount of the funding or value of the in-kind donation.