



2010 SHUTTERFLY FOUNDATION GRANT APPLICATION GUIDELINES

Shutterfly's corporate vision seeks to make the world a better place by helping people share life's joy. As such, we created the Shutterfly Foundation to help the Company make positive, meaningful contributions in our community. Through our grant making programs, we hope to service and strengthen our connection to communities where we have operations.

Each year, Shutterfly Foundation provides six \$10,000 grants to local non-profit organizations that align with our goal to support programs serving children's education and family wellness.

To be eligible for grant funding, the organization must meet the following criteria:

- Be a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Service Code
- Provide services to children and youth ages pre-kindergarten through 12th grade with a priority to meeting the needs of underserved populations
- Provide services that do not discriminate on the basis of gender, race, color, religion or sexual orientation
- Provide services within San Mateo, Santa Clara Counties in California, Mecklenburg County, in North Carolina, and Maricopa County, in Arizona.

Shutterfly Foundation looks to support programs that:

- Focus on academic and cultural enrichment for children in underserved populations
- Provide family focused support and mentoring services

Shutterfly Foundation's charitable giving program does not fund:

- Community Foundations
- Medical research
- Endowment or capital campaigns
- Direct grants or scholarships to individuals
- Individual youth sports teams
- Sponsorship of individuals for fundraising events, such as walks, runs, etc.
- Religious organizations for religious purposes
- Political causes, candidates, organizations or campaigns
- Labor groups



- Conferences, galas, charity breakfasts, lunches, dinners, balls
- Indirect costs

SHUTTERFLY GRANT APPLICATION DEADLINE: April 2, 2010

Communication regarding funding decisions will be made in June 2010.

GRANT GUIDELINES

- You may apply once in a 12 month period
- Grant size is \$10,000
- Grants are for one year—no multi-year commitments
- Organizations may be eligible for up to 3-years of consecutive funding, and then must sit out for one year before re-applying
- Organizations that received funding in 2009 must provide a final report prior to receiving additional funding for 2010.

INSTRUCTIONS FOR APPLICATION

Please submit the following attachments:

- A copy of the organization's annual budget for the most recent year
- A copy of the program budget that the Shutterfly grant would support, **including detailed information on how grant funding will be used**
- The most recent audited financial statement or equivalent Treasurer's Report
- Most recently completed fiscal year's actual revenue and expenses (un-audited) if not included in the most recent audit
- A copy of the organization's non-discrimination policy
- Verification of the organization's 501(c)(3) tax exempt status (copy of letter from IRS)
- Current list of Board of Directors

FOLLOW UP REPORT

Shutterfly Foundation requires a follow-up report from the organization within sixty (60) days from the end of the funded program to help us gauge the impact of our grant funding on the community. Future requests for funding are not automatically granted, and final reports are an important factor in future funding decisions.

Shutterfly Foundation reserves the right to revise the grant criteria and/or process at any time.



SHUTTERFLY FOUNDATION GRANT APPLICATION

Please complete in full

ORGANIZATION INFORMATION

Organization Name:

Organization Address:

Organization Telephone Number:

Organization Website Address:

Contact Name:

Contact Title:

Contact Telephone Number:

Contact Email Address:

Year Founded:

Tax ID Number:

PROGRAM INFORMATION

Name of Program: _____

Has this program previously received a grant from Shutterfly? _____

If yes, please include month and year: _____ and copy of final report

How did you hear about the Shutterfly Foundation? _____

MISSION STATEMENT

Description of the organization including mission statement:

Description of the program for which organization is seeking funding:

OBJECTIVE

Description of need, problem or opportunity to be addressed:

Statement of specific program objective(s):

Description of how the program offers a creative solution to the need, problem or opportunity:

Description of organization's capacity to carry out the proposed program:

Description of the key anticipated outcomes of the program:

Description of measurement tools that will be used to track progress toward desired outcomes:

PROGRAM PARTICIPANTS



Number of youth served by program: _____

Indicate the percentage of program participants in the following groups: _____% African American _____% Asian
_____% Caucasian _____% Latino American _____% Native American _____% Pacific
Islander _____% Other (please specify) _____

Describe the application process and how participants are selected for the program:

FUNDING CLASSIFICATION

Indicate the funding classification of organization:

- Family Wellness - family focused support and mentoring services
- Youth Education - academic and cultural enrichment for children in underserved populations

FINANCIAL SNAPSHOT

Total organization budget: _____

Total project budget: _____

Percentage of organization budget devoted to fundraising and general operating expenses: _____

TIMELINE

Timeline for implementation of the program:

GEOGRAPHY

Description of the geographical areas where the program operates:

CONTACT INFORMATION

Send completed materials via email or mail to:

Gretchen Sloan
Shutterfly Foundation

2800 Bridge Parkway
Redwood City, CA 94065
foundation@shutterfly.com

Direct all application questions to foundation@shutterfly.com