

Grant Application Tips Guide

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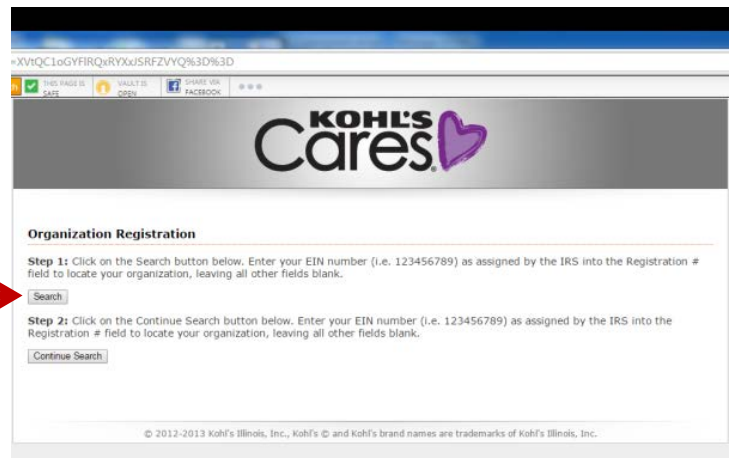
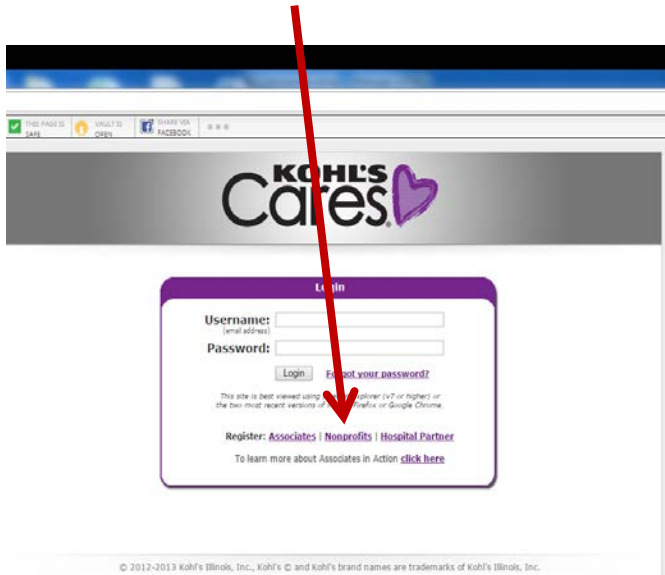
Applying for a Kohl's Cares- Associates in Action Grant

Information about the Kohl's grant program can be found at:

<http://www.kohlscorporation.com/communityrelations/Community04.htm>

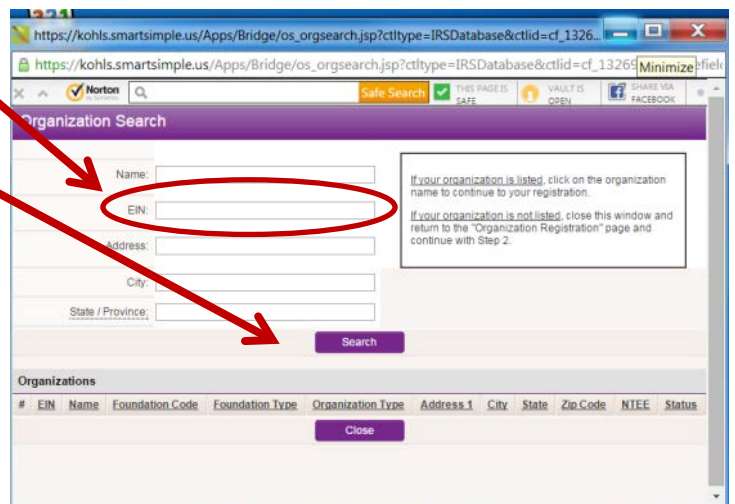
Step 1: Create a Kohl's Cares account

- Go to: https://kohls.smartsimple.us/s_Login.jsp
- Register as a nonprofit



Step #2: Organization search

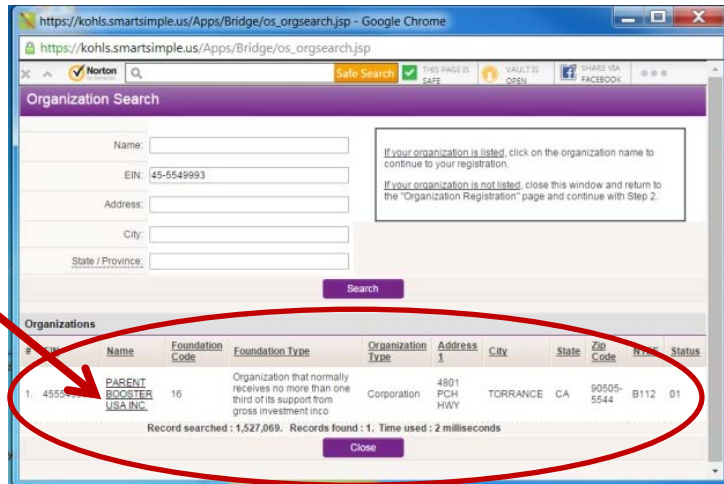
- Click Search
- Complete ONLY the EIN field with your organization's EIN
- Click Search



Search results

The search should find your group and return a listing such as the one below. Your group’s EIN should be listed, followed by the name “Parent Booster USA Inc” and then your group’s address.

Click on the underlined name, Parent Booster USA.



[The Kohl’s record comes up under PBUSA’s name because this is the way the IRS lists members of group exemptions in its BMF (Business Master File). See sample of IRS BMF listing below.]

EIN	Name	ICO	STREET	CITY	STATE	ZIP	GROUP	<u>SORT NAME</u>
12-3456789	Parent Booster USA, Inc.	%John Doe	123 Broad Street	Anywhere	FL	34787	5271		ABC Booster Club

Step #3: Organization registration

- Complete all mandatory fields marked with an asterisk (*)
- Ensure your payment address is correct; use the checkbox if your IRS registered address is the same as your payment address

Check box to use the same address as above for the Payment Address.

*Payment Address 1:

Payment Address 2:

*Payment City:

*Payment State:

*Payment Zip Code:

Non-Profit Web Site:

- Select all tasks that your organization needs assistance with



*Please select all volunteer tasks that your organization frequently needs help with.

- Assemble Kits/ Care Packages/ Items
- Assist Children with Various Activities
- Beautification of Grounds/ Landscaping/ Clean-up
- Car Wash
- Cleaning
- Collecting/ Recycling Materials (Bottles, Caps, Plastic, Electronics, etc.)
- Construction
- Distributing Materials/ Programs
- Event Set Up/ Take down
- Event Oversight/ Staff Assistance
- Food Preparation/ Services
- Man a Booth/ Table
- Mentoring/ Tutoring Children
- Office Duties
- Operating Machinery
- Organize Items/ Donations/ Food
- Paperwork/ Stuffing Envelopes/ Filing/ Mailing
- Park/ Grounds Clean-up
- Participate in a Walk/ Ride/ Tournament/ Fundraiser
- Prep Work for an Upcoming Event
- Reading to Children
- Registration/ Greeting
- Selling Items/ Tickets
- Take Pledges/ Working a Telethon
- Trash/ Litter Pick-up
- Supervising Children

- *Optional:* write a bio for your organization



Organization Bio:

- Once you have completed the fields, click Submit.

Contact Registration

Please enter the details of the main point of contact for the Nonprofit

*Nonprofit Contact First Name:

*Nonprofit Contact Last Name:

*Nonprofit Contact Email Address:

*Please re-enter Email Address:

*Non-Profit Contact Phone Number:

Nonprofit Contact Phone Ext.:

*How did you hear about the Kohl's Associates in Action (AiA) Volunteer Program?

---Select One---

Submit



After you have completed the registration process, you will be directed to a confirmation screen (shown below). It can take up to 30 minutes to receive your login information depending on your email server. Once you have received your email, you can **log in** to the Grant Management System site to create, submit and manage your events.



Registration Confirmed

Thank you for registering. Your login information will be sent to your email.

Tip #1: Make sure your organization's name is included on the check

- After you've logged into the Grant Management System, you can edit your event information. Scroll through the event and ensure the information is accurate; update any fields as necessary.
- Make sure to put your organization's name in the **Department/Division** field so that the check from Kohl's includes your organization's name.

Nonprofit Information

All checks are issued to the IRS Registered Legal Organization Name followed by the Department/ Division and Payment Address, and cannot include an individual's name.

IRS Registered Legal Organization Name: _____

Department/ Division: Music (Dept., Soccer Club, etc.) - 25 characters left

IRS Employer Identification Number (EIN): _____

IRS Registered Organization Address: _____

* Payment Address (Include Address Only): _____

Nonprofit Contact First Name: _____

Payment Address Suite Number: _____

Nonprofit Contact Last Name: _____

* Payment Address City: _____

Nonprofit Contact Phone Number: _____

* Payment Address State: _____

Nonprofit Contact Email: _____

* Payment Address Zip Code: _____

Nonprofit Web Site: _____

Tip #2: Report a check issue to Kohl's

- A check issue can be reported through the GMS if you have not received your check or there is an issue with the check you did receive. *This action can only be taken on a grant four (4) weeks after the check has been mailed.*
- To report a check issue:
 1. Go to Events -> Approval History
 2. Click "Report Check Issue" next to the event you want to report an issue on
 3. Scroll to the "Grant Check Mailed – Report Issues" section
 4. Respond to the questions
 - ~ From the drop down select a reason you are reporting the check issue
 - ~ In the text box, add details about your check issue
 - ~ Click "Report Check Issue"

Report - Events - Approval History

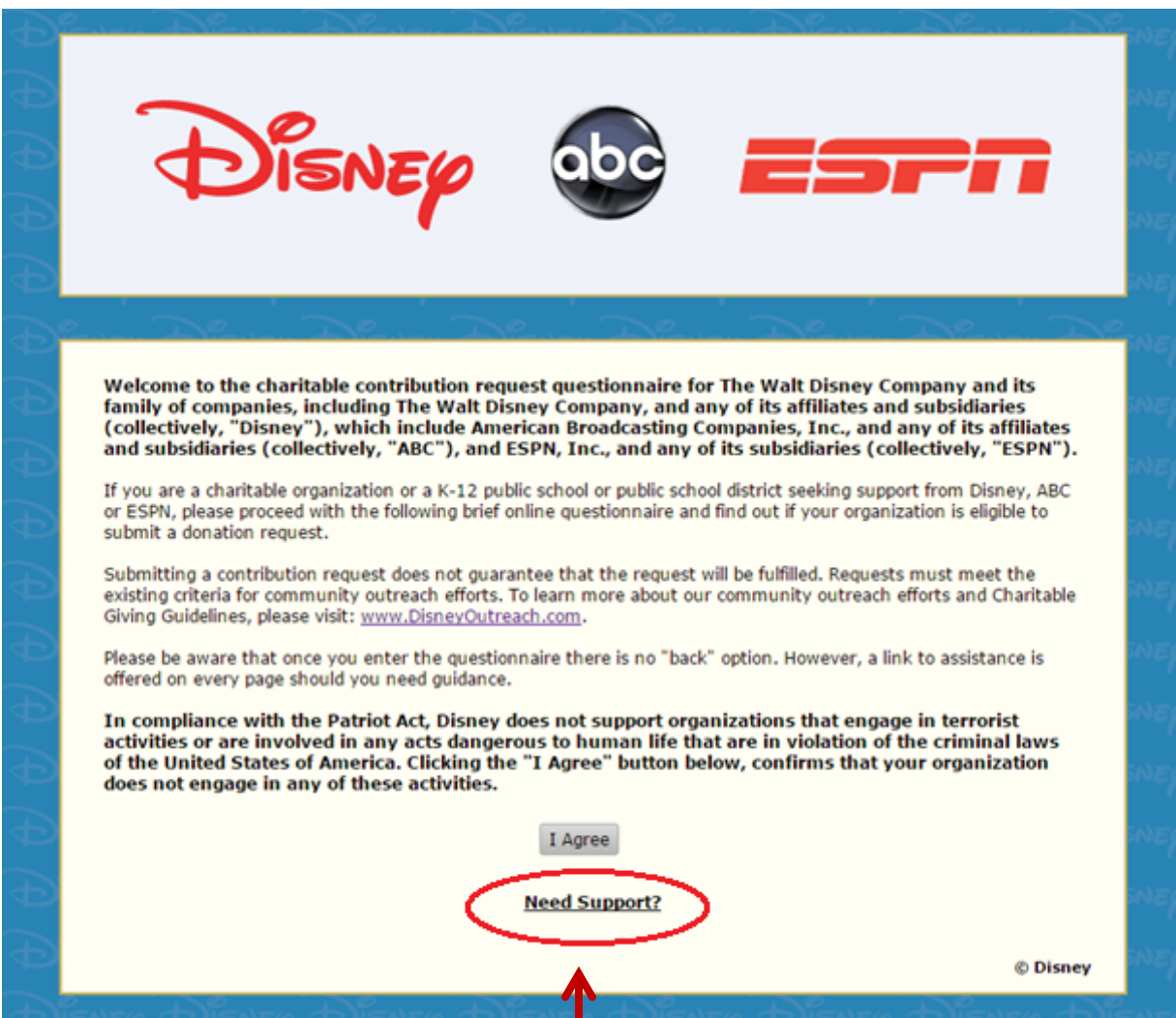
Please review the status of the grant request below. Please note:
• Check Requested: Check has been approved and is being processed internally.
• Check Mailed: Check has been mailed via the US Postal Service. After 4 weeks from the check mailed date, a button to report any check issue will appear.
• Check Mailed – Issue: An issue has been reported to Kohl's regarding the check. A member of Kohl's Community Relations team will follow-up.

Open	Reference ID	Kohl's Location	Event Date	Event Name	Status	Check Mailed Date	Check Number	Action
<input type="button" value="Open"/>	200529	SmartSimple Test Store	06-14-2012	Test	Grant - Check Mailed	06-16-2012	0529	<input type="button" value="Report Check Issue"/>

Applying for a Disney Cybergrant

Organizations may qualify to apply for grants with companies that use the online Cybergrant application system after the organization is listed by the IRS in its Business Master File (BMF). It takes approximately 3-6 months after joining PBUSA for our members to be added to the IRS BMF.

To begin an application for a charitable contribution from the Walt Disney Company, you must first complete the questionnaire found at www.cybergrants.com/cybergrants/plsql/disney.disney_quiz.next_step



Disney **abc** **ESPN**

Welcome to the charitable contribution request questionnaire for The Walt Disney Company and its family of companies, including The Walt Disney Company, and any of its affiliates and subsidiaries (collectively, "Disney"), which include American Broadcasting Companies, Inc., and any of its affiliates and subsidiaries (collectively, "ABC"), and ESPN, Inc., and any of its subsidiaries (collectively, "ESPN").

If you are a charitable organization or a K-12 public school or public school district seeking support from Disney, ABC or ESPN, please proceed with the following brief online questionnaire and find out if your organization is eligible to submit a donation request.

Submitting a contribution request does not guarantee that the request will be fulfilled. Requests must meet the existing criteria for community outreach efforts. To learn more about our community outreach efforts and Charitable Giving Guidelines, please visit: www.DisneyOutreach.com.

Please be aware that once you enter the questionnaire there is no "back" option. However, a link to assistance is offered on every page should you need guidance.

In compliance with the Patriot Act, Disney does not support organizations that engage in terrorist activities or are involved in any acts dangerous to human life that are in violation of the criminal laws of the United States of America. Clicking the "I Agree" button below, confirms that your organization does not engage in any of these activities.

Need Support?

© Disney

For Technical Support questions while completing the online application you can click on the **"Need Support?"** link located at the bottom of each page of the application.

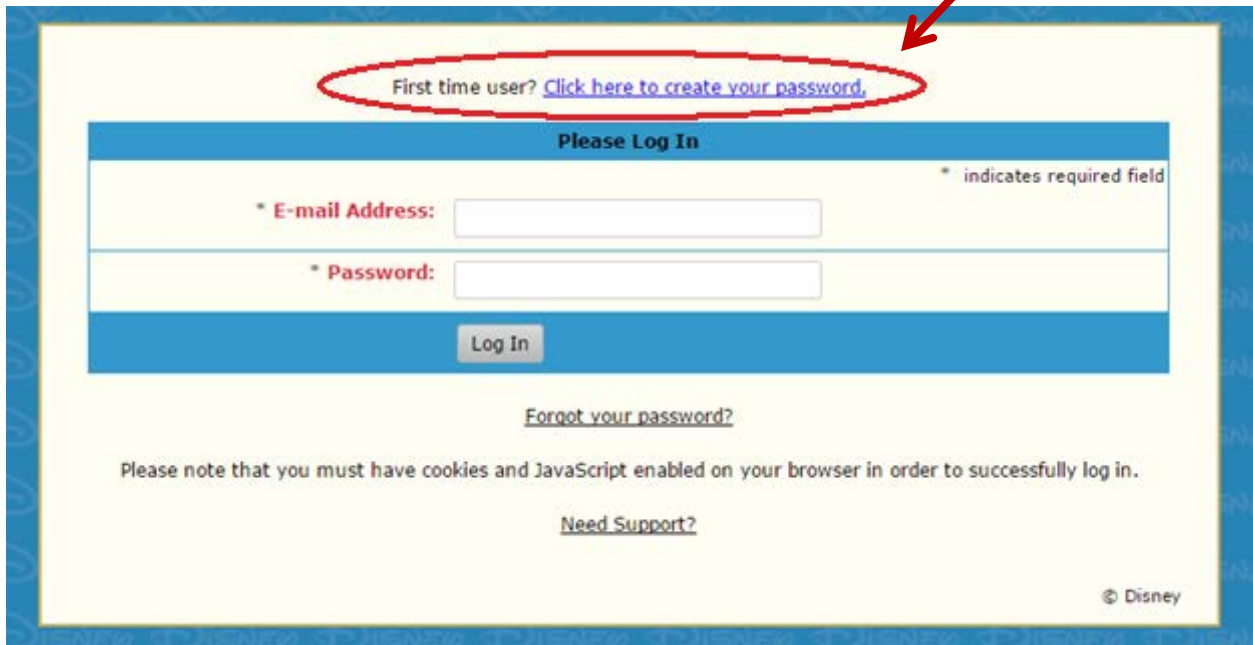
The screenshot shows the top of a website with the Disney, abc, and ESPN logos. Below them is a form titled "In which state is your charitable organization located?". A dropdown menu is open, showing "Alabama (AL)" selected. A red circle highlights the dropdown menu, and a red arrow points from the text below to it. To the right of the dropdown is a "Continue" button. Below the dropdown is a link that says "Need Support?". In the bottom right corner, there is a copyright notice "© Disney".

Your state selection will determine the theme park location from which you are eligible to request tickets. Selecting **“Florida”**, for example, would make you eligible to request Walt Disney World (Orlando, FL) tickets.

The screenshot shows a form with the following text: "Based on your location, you may be eligible to request **Walt Disney World® (Orlando, Fla.) theme park tickets for use in your fundraising efforts.**" The phrase "Walt Disney World® (Orlando, Fla.) theme park tickets" is circled in red. Below this is a paragraph: "The standard Walt Disney World charitable donation is four, one-day Park Hopper® tickets for use at the Magic Kingdom®, Epcot®, Disney's Hollywood Studios™ and Disney's Animal Kingdom® Park. These tickets are valid during normal operating hours." Below that is the sentence: "Please click **here** for request form." The word "here" is circled in red, and a red arrow points from the text below to it. At the bottom center is a link "Need Support?". In the bottom right corner, there is a copyright notice "© Disney".

Once you have reviewed the location of your theme park, click the word **“here”** in the last sentence to proceed to the request form.

Next, you will be prompted to log-in. If you are a new user, select **“First time user? Click here to create your password”**.



First time user? [Click here to create your password.](#)

Please Log In * indicates required field

* E-mail Address:

* Password:

Log In

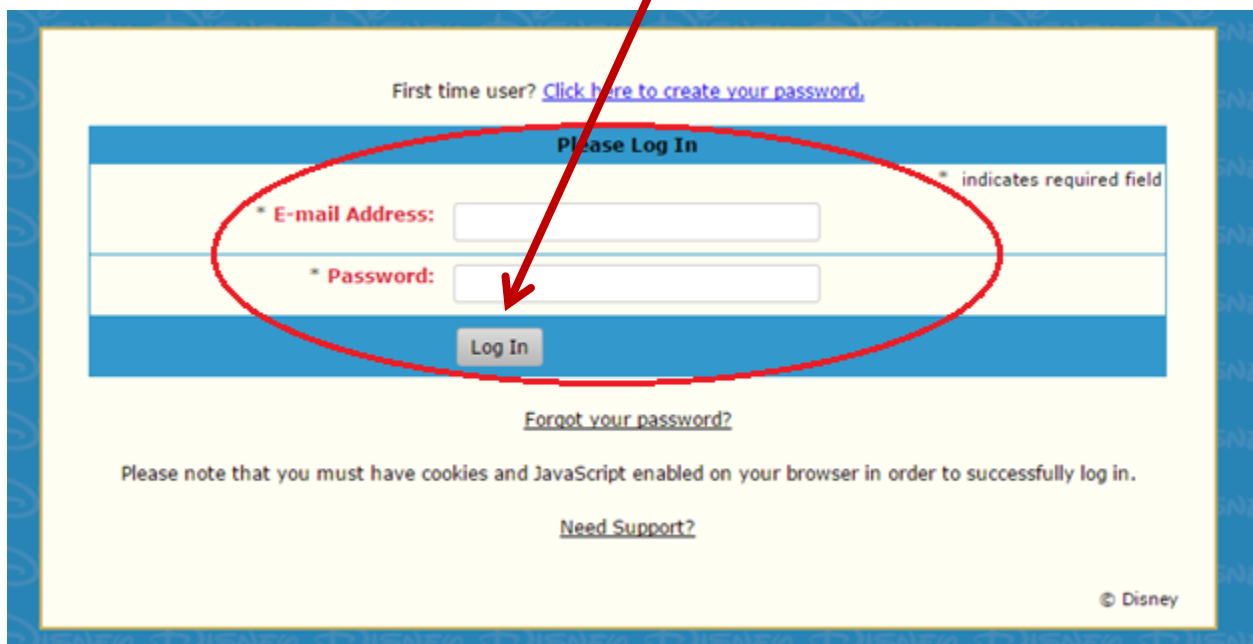
[Forgot your password?](#)

Please note that you must have cookies and JavaScript enabled on your browser in order to successfully log in.

[Need Support?](#)

© Disney

If you previously created an account, please enter in your email address and password and click **“Log In”**.



First time user? [Click here to create your password.](#)

Please Log In * indicates required field

* E-mail Address:

* Password:

Log In

[Forgot your password?](#)

Please note that you must have cookies and JavaScript enabled on your browser in order to successfully log in.

[Need Support?](#)

© Disney

If you selected **“First time user”**, you will be taken to the Registration Information page (shown below). You will be prompted to select the region in which you are located then click **“Continue”**.

The screenshot shows a registration form with the following elements:

- Logos for Disney, abc, and ESPN at the top.
- A header bar with the text "Registration Information".
- A red asterisk followed by the text: "* Please select the region in which you are located :".
- A dropdown menu currently showing "United States".
- A small asterisk and text: "* indicates required field".
- Two buttons: "Continue" (circled in red) and "Cancel".
- A link: [Need Support?](#)
- A copyright notice: © Disney.

Next, you will complete the Registration Information (shown below). You will put in **your own** name, phone number, email address, and will be able to select a password.

The image shows a 'Registration Information' form with several fields and instructions. Red circles and arrows highlight specific areas: a circle around the 'First Name' field with an arrow pointing to it; a circle around the 'Last Name' field with an arrow pointing to it; a circle around the 'Telephone Number' field with an arrow pointing to it; a circle around the 'E-mail Address' field with an arrow pointing to it; a circle around the 'Password' field with an arrow pointing to it; a circle around the 'Confirm Password' field with an arrow pointing to it; a circle around the 'Organization/School Name' field with an arrow pointing to it; a circle around the 'Zip/Postal Code' field with an arrow pointing to it; a circle around the 'Tax ID/Charity ID (if applicable)' field with an arrow pointing to it; and a circle around the 'Save' button with an arrow pointing to it. The form includes instructions for different types of organizations and schools, and a 'Need Support?' link at the bottom.

Registration Information * indicates required field

If you are registering as a charity, please use the Tax ID number to register your organization.

If you are registering as a parent teacher organization, please use the Tax ID number to register your organization. If your organization does not have its own 501(c)(3) registration, please register as the school you are representing using the instructions below.

If you are registering as a public or private school, or a school district, please use the National Center for Educational Statistics (NCES) database to register as instructed below:

Public School District ID: If applying on behalf of a public school district, enter the District ID number in the district field. The District ID is the first 7 digits of the 12-digit NCES School ID. If you do not know the district's NCES information, please visit the NCES website (<http://nces.ed.gov>).

Public School ID: If applying on behalf of a public school, enter the District ID in the district field and the School ID in the school field. The School ID is the last 5 digits of the 12-digit NCES School ID. If you do not know the school's NCES information, please visit the NCES website (<http://nces.ed.gov>).

Private School ID: If applying on behalf of a private school, enter the School ID in the school field. The School ID is the 8-digit NCES School ID. If you do not know the school's NCES information, please visit the NCES website (<http://nces.ed.gov>).

* First Name:

* Last Name:

* Telephone Number:

* E-mail Address: Please enter your e-mail address, e.g. yourname@yourdomain.com. You will need your e-mail address to log in.

* Password: The password must be between 6 and 16 characters long and consist of letters, numbers, or any of the following special characters: '@!=\$%&'. The password "password" is not valid.

* Confirm Password:

* Organization/School Name: Enter the legal name of the organization for which you are applying.

* Zip/Postal Code:

IRS AND/OR NCES Information

Tax ID/Charity ID (if applicable): Enter the nine digit U.S. Tax ID of the 501(c)(3) non-profit organization for which you are applying. If you do not know the organization's Tax ID, please contact the business office of the organization or call the IRS toll-free at 1-800-829-5500. If your organization is not located in the United States or otherwise does not have a U.S. Tax ID number then leave this field empty.

School District ID (U.S. Pre-K-12 public schools and public school districts only): For U.S. public schools, the District ID should be the first 7 digits of a 12 digit National Center for Education Statistics (NCES) School ID. If you do not know the school's NCES information, please visit the [NCES](#) website.

School ID (U.S. Pre-K-12 public and private schools only): For U.S. public schools, the School ID should be the last 5 digits of a 12 digit National Center for Education Statistics (NCES) School ID. For private schools, the School ID should be the 8 digit NCES School ID. If you do not know the school's NCES information, please visit the [NCES](#) website.

[Need Support?](#)

© Disney

For the “**Organization/School Name**”, you will enter **your booster club’s name**. For the “**Tax ID/Charity ID**”, you will enter **your EIN**. Once you’ve filled out all of the fields, click “**Save**”.

Once you have saved your registration information, you will be taken to your Profile (shown below). On this screen, you will see your name, club name, address, and EIN.

The screenshot shows a user profile page with a blue header containing "Edit Profile" and "Logout" links. The main content is divided into two columns. The left column, titled "Proposal Welcome Text", contains a welcome message with a redacted name, a list of seven application sections, and instructions. The right column, titled "Official Tax Info", displays information from the IRS Business Master File, including the organization name "PARENT BOOSTER USA INC", a redacted address, and a redacted U.S. Tax ID/EIN. Below this is an "FAQ" section with three questions and an "Update Your Organization Information" section with two paragraphs of text and a link.

The information shown in the "Official Tax Info" section is pulled directly from the IRS Business Master File.

This screenshot is identical to the one above, but the "Official Tax Info" section is highlighted with a red rectangular box. The information within this box is: "Information from IRS Business Master File: PARENT BOOSTER USA INC, PO BOX 1153, SPANAWAY, WA 98387-1153, U.S. Tax ID/EIN: 800854341".

The record comes up under Parent Booster USA, Inc.'s name because this is the way the IRS lists members of group exemptions in its BMF. See sample of IRS BMF listing below.

EIN	Name	ICO	STREET	CITY	STATE	ZIP	GROUP	SORT NAME
12-3456789	Parent Booster USA, Inc.	%John Doe	123 Broad Street	Anywhere	FL	34787	5271		ABC Booster Club

If any of the information is incorrect, click **“Update Your Organization Information”** to update your organization record.

[Edit Profile](#) | [Logout](#)

Proposal Welcome Text

Welcome, !

The organization you are currently associated with is Spanaway Lake Wrestling Booster Club. If you work with multiple organizations, [click here to add a new organization to your account.](#)

We strongly recommend that you click [here](#) and print out a copy of the application for review, in order to familiarize yourself with the information that will be required from you before you begin the application submission process.

The Apply Online application consists of seven main sections, each of which must be completed for your application to be submitted.

1. Charity Information - Basic
2. Charity Information - Mission
3. Charity Information - Contacts
4. Charity Information - Board
5. Charity Information - Documentation
6. Request Information - Standard
7. Request Information - Specific

As you progress through the application, each page will have a timeline header listing the sections above for navigation and tracking purposes.

If you have technical questions during the application process, use the "Need Assistance" link located at the bottom of each page to contact our support team.

During the process, you may save your application and return to work on it later. **Please make a note of the URL address and invitation code provided below. This information will be required to re-enter the system and complete your application should you need to log out of the application prior to submission.**

URL: http://www.cybergrants.com/disney/ticket_mike
INVITATION CODE: `WDWExt`

Official Tax Info

Information from IRS Business Master File:
PARENT BOOSTER USA INC
PO BOX 1153
SPANAWAY, WA 98387-1153
U.S. Tax ID/EIN: 8008543411

FAQ

Q. [How can I continue working on an application I already started?](#)

Q. [If I have applied in the past, do I need to create a new login to access the CyberGrants system?](#)

Q. [Can multiple people work on the same application on the online system at the same time?](#)

Update Your Organization Information

If you have entered to modify existing information for your charity, please click on the Update Your Organization Information link and update your organization record.

If you have entered to submit a contribution request, please click on the Start a New Application link at the bottom of the page.

[Update Your Organization Information](#)

You may save your application at any time and return to work on it later. To re-enter the system and complete your application, visit the **“URL”** provided and enter the **“Invitation Code”**.

If your organization's information is correct, click **“Start a New Application”**.

▪ Organizations that are actively engaged in highly controversial issues or use controversial tactics to advocate their position are not eligible. A controversial issue is a serious matter that has an impact on society or its institutions for which different segments of the community have strong opposing positions. A controversial tactic is an unlawful activity or an extreme action that intentionally damages or threatens people or property.

▪ Organizations that operate or support activities that are counter to Disney policies are not eligible.

▪ Due to the popularity of Disney Resorts and Theme Parks, and Disney Cruise Line®, we are not able to offer complimentary hotel or cruise accommodations, travel arrangements, merchandise items, or other forms of donations.

[» Start a New Application «](#)

[Need Support?](#)

You will be asked to complete 7 tabs of information. All required fields are marked with a red asterisk, and must be completed before submitting the application.

[Welcome Page](#) **Charity Information - Basic** [Charity Information - Mission](#) [Charity Information - Contacts](#) [Charity Information - Board Organization](#) [Charity Information - Documentation Organization](#) [Request Information - Standard](#) [Request Information - Specific](#) [Logout](#)

Charity Information - Basic

* indicates required field

After completing each tab, click **“Save and Proceed”** to continue onto the next section.

[Save and Proceed](#)

[Need Support?](#)

© Disney

Applying for a Walmart Cybergrant

The Community Grant Guidelines can be found at

<http://foundation.walmart.com/apply-for-grants/local-giving-guidelines>

To begin an application, please visit <http://foundation.walmart.com/apply-for-grants/local-giving> and click **“Apply for a Community Grant”**.

Before applying, please note:

- The application deadline to apply for the 2014 cycle is **December 31, 2014**.
- The Community Grants Program awards grants of **\$750 to \$2,500**.
- Organizations eligible to apply must meet one of the following criteria:
 - An organization holding a current tax-exempt status under Section 501(c)(3), (4), (6) or (19) of the Internal Revenue Code;
 - A recognized government entity: state, county, or city agency, including law enforcement or fire departments, that are requesting funds exclusively for public purposes;
 - A K-12 public or private school, charter school, community/junior college, state/private college or university; or
 - A church or other faith-based organization with a proposed project that benefits the community at large.
- Applications must be completed in full and submitted online to be considered.
- Submitting an online application does not guarantee funding.
- The facility manager and the grant administrator reserve the right to adjust the amount awarded to each organization without prior notice.

Please read the [Community Grant Guidelines](#) before beginning your application.

[Apply for a Community Grant ▶](#)

Select the **“Community Grant Program”** from the list, then click **“Submit”**.

Please review the program descriptions below and identify the program that best fits your programmatic needs. To review our eligibility requirements and guidelines visit our website foundation.walmart.com/apply-for-grants.

National Giving Program
The National Giving Program awards grants of **\$250,000 and above**. Nonprofit organizations must operate on a national scope through chapters/affiliates in many states around the country or through programs that operate regionally/locally but seek funding to replicate program activities nationally.

State Giving Program
The State Giving Program awards grants of **\$25,000 to \$250,000**. Nonprofit organizations must operate on a regional/ state level or be affiliates/ chapters of larger organizations that operate on the regional/ state level.

Community Grant Program
The Community Grant program awards grants ranging from **\$250 to \$2,500** through each of our facilities (Walmart Stores, Sam's Clubs, and Logistics Facilities). Eligible nonprofit organizations must operate on the local level (be an affiliate/chapter of a larger organization that operates locally) and directly benefit the service area of the facility from which they are requesting funding.

Northwest Arkansas Giving Program
The Northwest Arkansas Giving Program awards grants of **\$10,000 and above**. Nonprofit organizations must operate in Benton or Washington Counties, Northwest Arkansas.

NOTE: Affiliates of national organizations with local programs should apply for funding through the State Giving Program.

Community Grant Program ▼

Submit

You will be asked to verify that your organization directly benefits the community, and will be given the opportunity to select the area of focus in which your organization falls.

Next, you will select “**Option 1**” from the drop down menu and click “**Submit**” to indicate your organization is a 501(c)(3) tax exempt organization.

Apply for Grants

Please select the option that best describes your organization:

1. Tax exempt under Section 501 (c)(3), (4), (6) or (19) of the Internal Revenue Code with a valid tax exempt number
2. Recognized government entity: state, county, and city agency, including law enforcement or a fire department (including volunteer fire department) that is requesting funds exclusively for public purposes
3. K-12 public/private school, charter school, community/junior college, state/private college or university
4. Church or other faith based organization with proposed projects that address and benefit the needs of the community at large
5. Other

Option 1 ▼

Submit

You will be asked to verify whom the funding will be benefitting, which category the money will be spent on, and how much money you will be requesting from the facility.

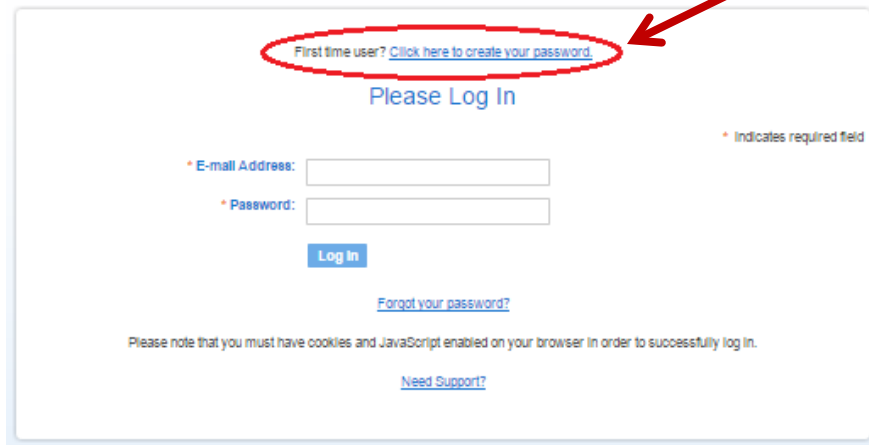
If you are eligible, you will be prompted to continue the application by clicking “**Community Grant Application**”.

Apply for Grants

Thank you for taking the time to complete our questionnaire. Based on your answers, it appears that your organization is eligible to submit a Walmart Community Grant application. Please click the link below to review and submit an application.

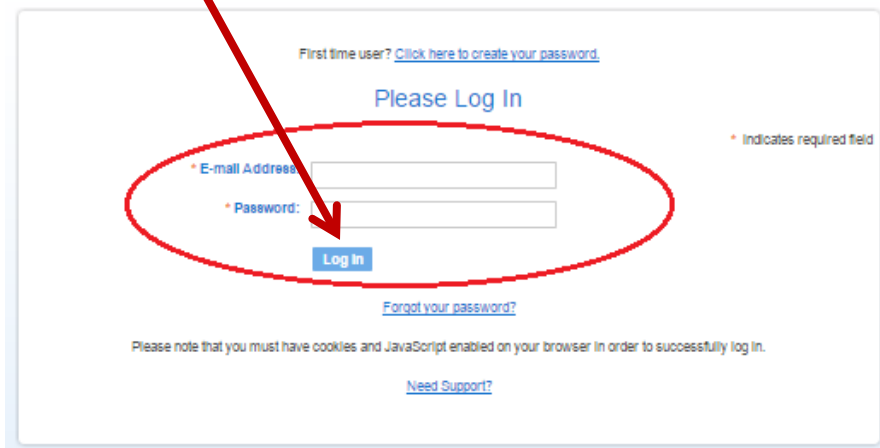
[Community Grant Application](#)

Next, you will be prompted to log in. If you are a new user, select **“First time user? Click here to create your password.”**



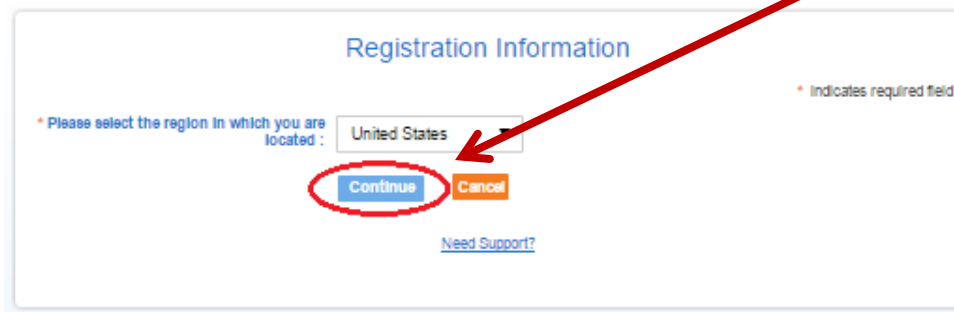
The screenshot shows a login page titled "Please Log In". At the top, there is a link: "First time user? [Click here to create your password.](#)". This link is circled in red, and a red arrow points to it from the right. Below the link are two input fields: "E-mail Address:" and "Password:". Below the fields is a blue "Log In" button. There is also a link "Forgot your password?". At the bottom, there is a note: "Please note that you must have cookies and JavaScript enabled on your browser in order to successfully log in." and a link "Need Support?". A small asterisk indicates required fields.

If you previously created an account, please enter in your email address and password and click **“Log In”**.



This screenshot is identical to the one above, but with a red circle around the "E-mail Address:" and "Password:" input fields. A red arrow points from the top left towards the "Log In" button.

First time users will be taken to the Registration Information page (shown below). Select the region in which you are located then click **“Continue”**.



The screenshot shows a registration page titled "Registration Information". It asks the user to "Please select the region in which you are located:". A dropdown menu is open, showing "United States". Below the dropdown are two buttons: "Continue" (blue) and "Cancel" (orange). The "Continue" button is circled in red, and a red arrow points to it from the right. There is also a link "Need Support?". A small asterisk indicates required fields.

Next, you will complete the Registration Information (shown below). You will put in your own name, phone number, email address, and will be able to select a password.

The image shows a registration form titled "Registration Information". The form includes several required fields, each marked with a red asterisk. A red oval highlights the "First Name", "Last Name", "Telephone Number", "E-mail Address", and "Password" fields. Another red oval highlights the "Organization/School Name" field. A third red oval highlights the "Tax ID/Charity ID (if applicable)" field. A red arrow points from the text above to the "First Name" field. Another red arrow points from the text below to the "Organization/School Name" field. A third red arrow points from the text below to the "Tax ID/Charity ID" field. At the bottom of the form, there are two buttons: "Save" and "Return to Login Screen". The "Save" button is circled in red. Below the buttons is a link for "Need Support?".

Registration Information

* Indicates required field

* First Name:

* Last Name:

* Telephone Number:

* E-mail Address: Please enter your e-mail address, e.g. yourname@yourdomain.com. You will need your e-mail address to log in.

* Password: The password must be between 6 and 16 characters long and consist of letters, numbers, or any of the following special characters: '@!#\$%&_'. The password "password" is not valid.

* Confirm Password:

* Organization/School Name: Enter the legal name of the organization for which you are applying.

* Zip/Postal Code:

IRS AND/OR NCES Information

* Tax ID/Charity ID (if applicable): Enter the nine digit U.S. Tax ID of the 501(c)(3) non-profit organization for which you are applying. If you do not know the organization's Tax ID, please contact the business office of the organization or call the IRS toll-free at 1-877-829-5500. If your organization is not located in the United States or otherwise does not have a U.S. Tax ID number then leave this field empty.

School District ID (U.S. Pre-K-12 public schools and public school districts only): For U.S. public schools, the District ID should be the first 7 digits of a 12 digit National Center for Education Statistics (NCES) School ID. If you do not know the school's NCES Information, please visit the [NCES](#) website.

School ID (U.S. Pre-K-12 public and private schools only): For U.S. public schools, the School ID should be the last 5 digits of a 12 digit National Center for Education Statistics (NCES) School ID. For private schools, the School ID should be the 8 digit NCES School ID. If you do not know the school's NCES Information, please visit the [NCES](#) website.

[Need Support?](#)

For the “**Organization/School Name**”, you will enter your booster club’s name. For the “**Tax ID/Charity ID**”, you will enter your EIN. Once you’ve filled out all of the fields, click “**Save**”.

Once you have saved your registration information, you will be taken to your Profile (shown below). On this screen you will see your name and club name.

The screenshot shows a user profile page. At the top right, there are links for [Edit Profile](#) and [Logout](#). The main content area starts with a welcome message: "Welcome, [red box]". Below this, it says "The organization you are currently associated with is [red box]". A link is provided: "If you work with multiple organizations, [click here to add a new organization to your account](#)." A section titled "The Apply Online grant application consists of three main sections, each of which must be completed for your proposal to be considered." lists three items: 1. Contact Information pertaining to your organization. 2. Basic Information pertaining to your organization. 3. The proposal your organization is submitting for approval. Below this, it states: "Once completed, all applications created in Apply Online are immediately submitted to Walmart Foundation." A paragraph follows: "We recommend that you [familiarize yourself with the online application](#) before you begin. To begin the application process, enter the zip code of the facility to which you will apply and click the "Search" button. You may also save your applications now and return to work on them later. To continue work on an unsubmitted application, click the "Continue" link next to the application's Project Title. To view an application previously submitted to Walmart Foundation, click the "View" link next to the appropriate Project Title." Another paragraph says: "Each page will have a timeline like the one below to help you monitor your progress. The line and text will indicate your current position within the application process. If you have technical questions regarding this application, use the link located at the bottom of every page to contact our support team." The bottom section is titled "Community Grant Facility Search" and contains the text "Search for the facility to which you will apply by Zip Code:". Below this is a form with a "Zip Code:" label and an input field, and a "Search" button. Below the search section is the "Organization Profile" section, which says "To make changes to your organization information, including address, telephone, etc. please use the link below." and has an orange button labeled "Update Your Organization Information". At the very bottom, there is a link for [Need Support?](#). Red arrows point from the text above to the red boxes in the screenshot: one points to the name box, another to the organization name box, and a third to the Zip Code input field.

To search for your community grant facility, enter your organization's zip code and click "**Search**".

This will produce a list of facilities near your zip code. Scroll through the list and click **“Start”** next to the facility of your choice to create a request.

Community Grant Facility Search

Search for the facility to which you will apply by City and State:

City: State:

or by Zip Code:

Zip Code:

Search Results

To begin a new application for a facility, click the "Start" link in the results. Note: You will not be able to begin a new application for a facility from which you have already received a grant in the current fiscal year. You are also not able to begin a new application to any facility to which you have already submitted an application until a decision has been reached.

Facility Number	Store Type	Store Information	Distance (in miles)	Create Request
2960	Walmart Store	4101 CRENSHAW BLVD 4101 CRENSHAW BLVD LOS ANGELES, CA 90008	4	Start >
3086	Walmart Store	701 W CESAR E CHAVEZ AVE 701 W CESAR E CHAVEZ LOS ANGELES, CA 90012	4	Start >
5688	Walmart Store	6820 EASTERN AVE 6820 EASTERN AVE BELL GARDENS, CA 90201	7	Start >
6626	Sam's Club	5871 FIRESTONE BLVD 5871 FIRESTONE BLVD SOUTH GATE, CA 90280	8	Start >
3180	Walmart Store	4651 FIRESTONE BLVD 4651 FIRESTONE BLVD SOUTH GATE, CA 90280	8	Start >
5604	Walmart Store	14441 INGLEWOOD AVE 14441 INGLEWOOD AVE HAWTHORNE, CA 90250	9	Start >
6617	Sam's Club	1399 W ARTESIA BLVD 1399 W ARTESIA BLVD GARDENA, CA 90248	10	Start >
5603	Walmart Store	12270 PARAMOUNT BLVD 12270 PARAMOUNT BLVD DOWNEY, CA 90242	11	Start >
2886	Walmart Store	8500 WASHINGTON BLVD 8500 WASHINGTON BLVD PICO RIVERA, CA 90660	11	Start >
2110	Walmart Store	14501 LAKEWOOD BLVD 14501 LAKEWOOD BLVD PARAMOUNT, CA 90723	11	Start >

[Need Support?](#)

For Technical Support questions while completing the online application you can click on the **“Need Support?”** link located at the bottom of each page of the application.

You will be asked to complete 6 tabs of information. All required fields are marked with a red asterisk, and must be completed before submitting the application.

Logout

Welcome Page **Contact Information** Organization Information Request History Area of Focus Community Served Program Information

Contact Information

* Indicates required field

* First Name Enter the contact's first name.

* Last Name Enter the contact's last name.

* Contact Title Enter the contact's title.

* Address Enter the contact's address.

* City Enter the contact's city.

* State Enter the contact's state.

* Zip Enter the contact's zip.

* Telephone Enter the contact's telephone number starting with the Area Code.

* E-mail Address Enter the contact's e-mail address. Please ensure the accuracy of this email address as it will be used for correspondence.

* Contact Type Select the contact type that best describes the contact's role.

Save and Proceed

[Need Support?](#)

After completing each tab, click **“Save and Proceed”** to continue to the next section.