

Please print, complete and send your application form along with the requested supplementary materials no later than July 18, 2018, to:

Ideas that Matter
Sappi North America
89 Cumberland Street
Westbrook, Maine 04092

Your completed application must include hard copies of:

- The IRS IRC 501(c)3 letter or Canadian equivalent of the nonprofit organization
- Completed entry form
- An 8.5"×11" visual presentation of your proposed idea
- Your resumé
- PDF with 2–3 samples of previous work

STEP 1

General Information

All information listed herein may be used in press releases and publications to announce the winners including your name, company, nonprofit and project title. The name, email and phone number on this application will only be used to contact winning applicants.

DESIGN APPLICANT

Name:

Job title or graduation year:

Name of company or school:

Address:

City:

State:

Zip:

Phone number where you can be reached:

Email address:

Signature:

For publication and announcement purposes, how should you be listed?

Please check one: Designer's name Company or school name

NONPROFIT ORGANIZATION

Name of nonprofit:

Name of nonprofit contact:

Address:

City:

State:

Zip:

Phone number:

Email address:

Signature:

For publication and announcement purposes, how should the applicant be listed?

Please check one: Nonprofit Contact name

ABOUT THE NONPROFIT

Audience, Mission, and brief history of the organization:

STEP 2

Proposed Grant Request

Tell us about your proposed project and your plans for implementation. Please supplement your written description with a visual presentation that communicates your idea. Please share as complete a design as you can. Limit rough sketches. The visual presentation should be presented as printed pdfs. Make sure to:

- Format your visual presentation to 8.5" × 11" and include it in printed form with your application
- Share as complete a design as possible

ABOUT YOUR PROJECT

Project title:

What is your idea?

What stands out about the design? How will the printed piece(s) support the project? What other elements are included?

How will the overall campaign work together?

STEP 2 (CONTINUED)

What is the intended impact?

Will it change behavior? Will it support fundraising initiatives? How will it support the mission of the nonprofit?

How will the project be distributed?

How will you leverage the nonprofit's reach? What other distribution mechanisms will you incorporate?

Proposed Project Budget

The list of components and costs in your budget will help judges determine the amount of the grant you will receive if your project is selected. To put forth the most thorough application, a proposed project budget should include:

A list of each of your project’s components

- If your project consists of more than one element (e.g., brochure, poster, website, direct mail piece, packaging, etc.), list each individually.

The projected completion date for each component

- Projects must be completed within six months of receipt of the grant award.
- The applicant must complete the work.
- Once a grant is awarded the design applicant cannot change.

The costs for each component

- Costs may include itemized expenses such as paper and printing, distribution costs and advertising if applicable, as well as out-of-pocket expenses.
- Itemized costs cannot include hardware or overhead components such as travel or rent.
- Refer to the list of acceptable itemized costs for further information.
- Note that Sappi paper products should be the dominant stock for the printed component of your project, so your itemized paper costs should be based on Sappi paper.

An honorarium, if you so choose, for your design time that is up to 10% of your total budget

Please refer to the line item at the bottom of the list to include that amount.

- If the grant awarded is less than the original requested amount, the designer honorarium will be adjusted to reflect the percentage you requested against the final grant amount.

Component	Details/Description	
Itemized Breakdown	Estimated Time Frame	Estimated Cost
	Estimated Start/End Dates	Total Estimated Cost

Component Details/Description

Itemized Breakdown Estimated Time Frame Estimated Cost

.....

..... Estimated Start/End Dates Total Estimated Cost

SUMMARY

Final project completion date:

Designer honorarium (up to 10% of total cost of project): \$

Total amount of grant request (not to exceed \$50,000): \$

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