



Linden
RESOURCES
Formerly SOC Enterprises

Linden Resources
“Supporting Nonprofits Success”
In-Kind Grant Program

Linden Resources (formerly SOC Enterprises) is a 52 years strong nonprofit organization that expands employment for people with disabilities while exceeding the expectations of our customers. To support our mission, Linden Resources operates a full-service four-color professional printing, copying and hand assembly operation that employs people with disabilities.

In honor of October National Disability Employment Awareness Month, Linden Resources is reaching out to lend a hand to fellow nonprofit organizations! Linden Resources is offering an in-kind grant opportunity for qualified nonprofits to help them with their printing, copying, and/or assembly needs. Linden Resources will award multiple grants in the \$500-\$2,500 range – not cash awards, but “banks” of services that organizations can utilize for one specific project or multiple projects. Linden Resources will give preference to applications that include a hand assembly component (for example labeling, tote bag assembly, notebook assembly, direct mail, invitations, etc.) that can utilize the talents of our hand assembly experts. Please note that nonprofits will be responsible for any and all postage costs related to any projects that require mailing.

Eligibility

Only nonprofit organizations are entitled to apply. Individuals may not apply. To be eligible the applicant must be:

- (1) a non-profit, tax exempt “public charity,” as defined in Section 501(c)3 of the Internal Revenue Code (a copy of the IRS letter confirming the organization’s 501(c)3 status must be provided as part of the grant application), **and**
- (2) must have offices located in the Washington, DC metropolitan area.

Questions

Direct questions to: Kelly Ferris at kferris@Linden.org.

Application

Applications must be received at the Linden Resources office by October 10, 2011 at 5pm. Late applications will not be accepted. All applicants will be notified of the awards via email by or after October 30, 2011.

To apply, answer all questions on the attached page and submit your application by October 10, 2011 to:

Supporting Nonprofits’ Success
Linden Resources, Inc.
750 South 23rd Street
Arlington, VA 22202

Fill in the information requested and be sure to include as much information about your printing, copying and/or hand assembly project as possible. Please submit with attachments.

Applications must be type written and submitted in the format outlined below. Please use 12 point type, 1 inch margins and 1.5 spacing. We understand that your project description might be lengthy, however, please try to limit your application to no more than five pages.

I. AGENCY INFORMATION:

Nonprofit Name: _____

Nonprofit Address: _____

Phone: _____ FAX: _____

Year Agency Founded: _____

Executive Director _____ Executive Director's Email _____

Fiscal year start/end _____

Agency budget for FY2012 _____

II. PROJECT DESCRIPTION

Project Contact Person _____ Project Contact Email _____

Project Contact Phone _____

Describe project(s) in as much detail as possible (including description of each piece if there are multiple pieces, number of finished pieces, type of paper, size of finished product, etc.). If you do not know all of the details, please include as much information as you can. We may contact you for more information when we review your application.

- Basic description of project (example: Annual Report OR Brochure OR Direct Mail OR Tote Bag stuffing, etc.)
- Description of each piece if there are multiple pieces (example: an invitation might have the invite, a reply card, an exterior envelope and a reply envelope, etc.)
- Number of finished pieces (example: 5,000 mail pieces OR 600 brochures OR 10,000 tote bags, etc.)
- Is there a hand assembly component and what exactly that component entails (example: 3 sheets of paper inserted into a #10 envelope OR 10 sheets of paper/brochures of varying sizes inserted into a conference tote bag, etc.)
- What size is the finished product(s) (example: 5½" x 8 ½ finished brochure OR 3 ½ x 3 ½ business cards, etc.)
- What kind of paper you want your project printed/copied on (example: glossy, 80# cover, etc.)

Is this project time sensitive, and if so, what is the timeframe for completion? Is that flexible?

When could Linden Resources expect to receive your materials (example: artwork for printing, or materials for tote bag stuffing, etc.)?

III. ORGANIZATION DESCRIPTION

Describe your history, mission and a brief description of the programs and/or services you provide. Please also list your primary funders.

How will having your project(s) underwritten by Linden Resources benefit your organization?

If awarded, how will you publicize this award to your board, supporters and the general public?

If Linden Resources can only underwrite a portion of your project(s), or if your projects specifications change between the time you submit this proposal and the award is made, how will you fund the rest of the project(s)?

IV. ATTACHMENTS

501 (c) letter

Annual Report, newsletter or other general information about your organization

Board of Directors and affiliations

List of primary funders