INTERNATIONAL PAPER

MEMPHIS GRANT CYCLE
– BY INVITATION ONLY –

International Paper accepts donation requests by invitation only from Memphis-area 501c3 nonprofit organizations.

Cash Grant Cycle
January 1 – June 1

1 INVITE	2 REVIEW	3 NOTIFY
Jan. 1 – June 1	Monthly	By July 31

1 INVITE
- Invitations to submit funding proposals are sent via email to selected grantees.
- Any application that does not contain all of the required information requested in the online application will not be considered.
- You will receive a system-generated e-mail when your application has been properly submitted.

2 REVIEW
- We give priority to requests that align with our signature causes, address critical needs in the communities where our employees live and work, and for which our employees are actively engaged.
- We may contact you with additional questions. Please be sure to add CommunityEngagement @ipaper.com to your contacts.
- All funding is contingent upon International Paper legal review and approval.

3 NOTIFY
- Organizations will be notified of the funding decision via e-mail.
- All organizations receiving funding will be required to complete an impact report 12 months after receipt of funds.
- Organizations may submit only one cash proposal per 12-month period.

Visit **IPGiving.com** to learn more and to apply.

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FREQUENTLY ASKED QUESTIONS

Do I have to complete an online application?
International Paper only accepts cash applications online.

What are your funding priorities?
We give priority to requests that align with our signature causes:

- Education
- Hunger
- Health and Wellness
- Disaster Relief

We also consider funding for initiatives that improve our planet, address critical needs in the communities where our employees live and work, and for which our employees are actively engaged.

How does this affect my current grant?
This does not impact your current grant. You must submit an impact report for your current grant. As of January 1, 2022, all future funding requests will be accepted by invitation only.

What if my request is urgent, can you make exceptions?
We can only accept applications during our one grant cycle and require the full review and announcement period to communicate a funding decision. Please plan ahead and in line with your organization's fiscal year and programming needs.

What is required of me after I receive funding from International Paper?
You are required to complete an impact report 12 months after receipt of funding.

Must grant funding be used within 12 months?
Yes, we expect that you will use grant funding within 12 months of receipt.

How can I apply for an In-Kind Donation?
In-Kind donations are reviewed three times a year (Feb 1, June 1, and September 1). Please contact communityengagement@ipaper.com to see if your organization is eligible to apply.

Can I apply more than one time per year?
No; each organization may only submit one application per calendar year, regardless of funding decision. For projects that may span cycles or calendar years, you should submit one comprehensive request that includes a break down of every program, project or initiative you would like us to consider funding. Please note that if your cash proposal is not approved by July 31 of each calendar year, you will need to submit a new request in the following calendar year.

What if I miss the deadline?
Due to the large volume of applications we receive, we are not able to accept late submissions. Cash requests submitted after the June 1 deadline will not be considered. Applications saved in progress but not submitted by the deadline(s) will not be processed.

If I receive funding, when can I expect a check?
Once you receive notice that your request has been approved, you can expect payment within 45 days. International Paper distributes funds via Electronic Funds Transfer. This process will be communicated with you should you receive funding.

What documentation must I submit?

- W9 – must be dated in the current year
- Form 990, Form 990EZ or audited financial statement – dated within the past three years

Unacceptable documentation includes Form 990N (postcard), Form 8453-EO, Form 8879-EO.

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