



Bishop-Wisecarver Group Giving Guidelines

Bishop-Wisecarver considers supporting both individuals and organizations through donations provided the request is related to science, technology, engineering, education and/or manufacturing. Eligible requests can be in the form of financial contribution or production donation.

Restricted Areas

Bishop-Wisecarver will not provide financial support to the following:

1. Organizations, activities, and programs that are specifically designed to promote religious principles
2. Political parties, organizations, candidates or activities
3. Capital campaigns
4. Deficit or retroactive funding
5. Organizations that demonstrate unlawful, unethical or discriminatory practices
6. Organized nonacademic after-school activities such as bands, debate teams or sports; activities unrelated to engineering or manufacturing.

Finally, we reserve the right to interpret, apply and administer our donations program as we see fit.

Granting Cycles and Proposal Deadlines

Bishop-Wisecarver Group considers providing donations throughout the calendar year. Only one request per organization/individual will be considered in one calendar year. Applicants will be notified as to if their request for funds or products are approved.

Submitting a Request

To submit a donation request, provide a concise written proposal including the following information:

1. Organization name, address, phone number, email address, contact person, title, URL (if available), and the type of donation requested. (If requesting product, please state the specific product – specify the size, quantity and length needed.)
2. Organization description and years in business
3. How the donation will be used
4. Anticipated program results/goals
5. Who will benefit from the project and why is this important?
6. Confirm that the organization meets Bishop-Wisecarver's giving guidelines
7. Include names of any Bishop-Wisecarver employees or manufacturer representatives that are involved with your project.
8. Include any supporting documents such as brochures, pictures, etc. that may help in our decision-making process.
9. Please sign and date your correspondence
10. Include signed expectations form located at the bottom of this document
11. If you are applying on behalf of an organization, please include proof that the organization is a nonprofit organization. United States Based organizations should show proof of 501© 3 status.

Please email requests to
Melsha Winchester, Marketing Director
mwinchester@bwc.com
Subject Line: Donation Requests

Or mail requests to:
Melsha Winchester, Marketing Director
2104 Martin Way
Pittsburg, CA 94565

CORPORATE OFFICE



In exchange for Bishop-Wisecarver contribution, the following are recipient expectations:

1. The team is expected to help BWG produce content in exchange for a donation through the following ways:
 - Blogs
 - a. BWG will conduct 1 interview via email or telephone with the main contact to understand the project/team.
 - Photos & Video
 - a. Send pictures of the project to mwinchester@bwc.com
2. Donation will not be awarded until receipt of signed acknowledgement of the Bishop-Wisecarver's Expectations.

If you have any questions regarding Bishop-Wisecarver Group's Expectations, please contact Melsha Winchester, Marketing Director, mwinchester@bwc.com.

By signing below, I acknowledge that I have read and understood Bishop-Wisecarver Group's First Sponsorship Expectations. In the occurrence that one of the expectations above cannot be met, it will be communicated to the Bishop-Wisecarver marketing team.

Contact Person: _____

Signature: _____

Date: _____