

Thank you for considering the C.H. Robinson Worldwide Foundation as a source of support for your organization. If you have any questions about the application, our processes, or our Foundation, please don't hesitate to contact us at foundation@chrobinson.com. We welcome inquiries and we look forward to talking with you.

Grant Qualifications

To qualify for a C.H. Robinson Worldwide Foundation grant, the charitable organization must meet at least one of our giving priorities. The C.H. Robinson Worldwide Foundation is committed to giving back to the communities in which we do business by providing support in two areas:

1. *Human Needs*: organizations that provide food, shelter, and other basic living needs. This includes organizations that provide relief to those in crisis, and organizations that work to reduce long-term dependence on social services and improve underlying causes of hunger and homelessness.
2. *Children and Youth*: community-based programs and services that have the greatest social impact on improving the lives of and opportunities for children and youth.

In addition to meeting the giving priorities above:

1. The organization must be a 501(c)(3) tax-exempt nonprofit or public agency.
2. The organization should not be political or religious in nature. Grants to organizations with religious affiliation may be considered on an exception basis, but only if the grant will be used for non-religious purposes.
3. The gift must comply with IRS regulations for contributions by a private foundation.
4. The organization should serve the Minneapolis-St. Paul metro area or greater Minnesota.
5. The organization must maintain reasonable administrative and fundraising costs of generally less than 30 percent of the total budget.
6. Priority will be given to organizations with current C.H. Robinson employee involvement.

Grant Amounts

The C.H. Robinson Worldwide Foundation provides single-year grants in the following amounts:

- | | | |
|-----------|------------|------------|
| ▪ \$1,000 | ▪ \$10,000 | ▪ \$20,000 |
| ▪ \$2,500 | ▪ \$15,000 | ▪ \$25,000 |
| ▪ \$5,000 | | |

The C.H. Robinson Worldwide Foundation may, in certain exceptions, award grants that exceed \$25,000, or in multi-year commitments.

Grant Deadlines & Award Schedule

The C.H. Robinson Worldwide Foundation Grants Committee reviews applications and makes grants three times a year. In 2011, grants will be approved in March, June, and December.

In 2011, applications are due by the 15th day of February, May, and November for consideration at the next quarterly meeting.

In 2011, grant applicants will be notified of the status of their application by the last business day of March, June, and December.

Grant Application Process

Grant applicants will apply through the C.H. Robinson Worldwide Foundation Grant Application Form (see attached). Applications must be submitted electronically. Requests from organizations that meet the qualifications listed above will be reviewed, on a quarterly basis, by the C.H. Robinson Worldwide Foundation Grants Committee.

If your organization meets the giving priorities and qualifications above, we welcome your grant application. Please see the attached Grant Application Form for detailed instructions on what to include. Your grant application should include the following three components:

Part I: Cover sheet (form attached)

Part II: Proposal (outline of required information attached)

Part III: Financial information & IRS determination letter (outline of required information attached)

Contact Information

Please submit your information electronically via email to:

email: foundation@chrobinson.com

Questions?

Please feel free to contact us at foundation@chrobinson.com or by telephone:

Kristi Nichols, 952-683-3432

Part I: Grant Application Cover Sheet

Date of application: _____

Organization Information:

Name of organization: _____ Legal name, if different: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Website: _____

Name of top paid staff: _____

Title: _____ Phone: _____ Email: _____

Name of contact person regarding this application: _____

Title: _____ Phone: _____ Email: _____

Is your organization an IRS 501(c)(3) not-for-profit? Yes No

If no, is your organization a public agency/unit of government? Yes No

Fiscal agent's EIN number? _____

Proposal Information:

Please give a 2-3 sentence summary of request:

Population served: _____ Geographical area served: _____

Funds are being requested for (check one):

- General operating support Start-up costs Capital
- Project/program support Technical assistance Other (list) _____

Project dates (if applicable): _____ Fiscal year end: _____

Budget:

Dollar amount requested: \$ _____

Total annual organization budget: \$ _____

Total project budget (for support other than general operating): \$ _____

3-Year Average Charity Expenses

% of total expenses

Program Services: \$ _____ %

Management: \$ _____ %

Fundraising: \$ _____ %

Authorization:

Name and title of top paid staff or board chair: _____

Signature: _____

Part II: Grant Proposal

Please limit to four pages.

Organizational Information

1. Brief summary of organization history, including mission and goals.
2. Brief description of organization's impact and successes.
3. Brief description of organization's current programs or activities, including any service statistics, strengths or accomplishments.
4. If an employee of C.H. Robinson is involved with your organization, list names, and involvement.

Purpose of Grant

1. The opportunity, challenges, issues or need currently facing your organization.
2. Overall goal(s) of the organization for the funding period.
3. Objectives or ways in which you will meet the goal(s).
4. Activities and who will carry out these activities.
5. Time frame in which this will take place.
6. How you will measure success.
7. How the proposed activities will benefit the community in which they will occur, being as clear as you can about the impact you expect to have.
8. Long-term funding strategies.

Part III: Financial Information & IRS Determination Letter

Please submit the following information:

1. Most recent financial statement from most recently completed year showing actual expenses.
2. Organization budget, including revenue and expenses.
3. Administrative and fundraising costs.
4. Project budget, including income and expenses.
5. Additional funders. List names of corporations and foundations from which you are requesting funds, with dollar amounts, indicating which sources are committed or pending.
6. A copy of your current IRS determination letter indicating tax-exempt 501(c)(3) status.

Contact Information

Please submit your information electronically via email to:

email: foundation@chrobinson.com

Questions?

Please feel free to contact us at foundation@chrobinson.com or by telephone:

Kristi Nichols, 952-683-3432