



Program Guidelines & Application Procedures

*Our children,
Like a tree,
One of our greatest gifts
Who with nourishment
Blossom and grow
Our greatest hope in growth
Is establishing deep roots
And finally when full grown
Are a reflection of
What is good in this world*



Foundation Goals

To positively impact the well-being of disadvantaged children in the communities we serve.

To be a role model in the community by demonstrating good corporate citizenship and to enhance Intero's position as a meaningful contributor to the community.

Primary Areas of Focus

The Foundation seeks out non-profit organizations that make a lasting positive difference in people's lives through education, development, and assistance, and whose primary focus is youth and children in our community from birth to 17 years old.

Guidelines

- The Intero Foundation focuses its donations on non-profit organizations or projects that are locally based within the communities we serve.
- Funding is typically provided to smaller organizations where an Intero Foundation donation can have a significant impact.
- Eligible organizations must be able to show that their services have a long-term positive impact on children's lives.
- Main funding priorities are working with disadvantaged children through:
 1. education, development, counseling, and mentoring for at-risk youth
 2. providing food, shelter and counseling for impoverished children
 3. education/training and care for children with life-altering disabilities.
- Only complete proposals will be considered.
- Agencies receiving Intero Foundation funding are eligible to re-apply each year and will be considered along with all other qualifying proposals.
- Organizations will be notified of the Committee's decision in writing.

Restrictions

Intero Foundation contributions are not usually made to the following:

- Events
- Athletic programs or sporting events
- One time projects
- Pilot programs
- Human Services programs that simply maintain their clients' conditions
- Organizations that discriminate by race, creed, gender, sexual orientation, age, religion, or national origin
- Religious organizations (churches, ministries or their fraternal organizations)

- Professional associations, labor organizations, fraternal organizations, or social clubs
- Exhibition groups (precision marching groups, high school bands, or chorales, etc.)
- Underwriting of films, television, or advertising costs for an organization.
- Reducing debts or past operating deficits
- Political or partisan organizations
- Research or studies

Application

Your proposal must be typewritten and should be brief and concise, preferably two to three pages plus any attachments. The following should be included:

- Organization's full name, address, phone/fax numbers
- Contact person's name/title and phone number
- A brief description of the organization and its mission
- Description & Budget of specific program/service for which funds are requested
- Description of the geographic area/target population(s) to be served by this program/service (Who and how many will benefit?)
- How the target population(s) will be informed about this program/service
- Number of volunteers working on this project
- Specific measurable program/service objectives
- How success will be measured (describe evaluation plan).
- Descriptions of past successes
- Other organizations in your service area providing this program/service, including a description of any collaborations and/or non-duplication of services
- How Intero Foundation will be acknowledged for its participation
- A copy of the organization's most recent tax exempt letter under Section 501 (c)(3) of the Internal Revenue Code
- Brief information indicating the stability and success of the organization, such as:
 - List of board members
 - List of funders
 - List of paid management/program staff, including titles, credentials and/or qualifications related to specific program/service
 - Any significant letters of recognition or commendations received
 - Description or statistics related to volunteer involvement in the organization within the community
 - Brief outline of current budget and budget history specific to the program/service for which funds are requested (do not submit the annual report)

All applications are reviewed by the Intero Foundation Committee, who is responsible for evaluating requests and making funding recommendations to the Board of Directors, from within the communities in which they live and work.

Each organization will be notified by mail as to the outcome of their proposal. If your organization is chosen to be funded by Intero Foundation, we will require annual updates that provide us with the status of the program.

Thank you for taking the time to complete this application process. We look forward to receiving your proposal.

Submit proposals to the representative in your area:

Intero Foundation
Attn: Dawn Glajchen
10275 North DeAnza Blvd
Cupertino, CA 95014

Denise Pearson
1250 San Carlos Avenue, Suite 102
San Carlos, CA 94070

Pam Gaya
15 Railroad Avenue
Danville, CA 94526

Cathy Jackson
1567 Meridian Avenue
San Jose, CA 95125

Chase Locsin
790 First Street
Gilroy, CA 95020

Toni Roberts
12900 Saratoga Avenue
Saratoga, CA 95070

Sandy Troia
800 San Benito Street, Suite C
Hollister, CA 95023

Jenn Holst
5898 Silver Creek Valley Road
San Jose, CA 95138

Rob Mibach
496 First Street, Suite 200
Los Altos, CA 94022

Diane Britto
1700 N. Main Street
Walnut Creek, CA 94596

Joette Schenck
518 North Santa Cruz Avenue
Los Gatos, CA 95030

Bonnie Wilson
10275 North DeAnza Blvd.
Cupertino, CA 95014

Russ Warrick
175 E. Main Street, Suite 130
Morgan Hill, CA 95037

Patricia Menasco
89 Davis Road, Suite 100
Orinda, CA 94563

Susette Clark-Walker
5075 Hopyard Road, Suite 110
Pleasanton, CA 94588

Dear Nonprofit Colleague:

Thank you for your recent inquiry regarding applying for a grant from the Intero Foundation. The goal of the Intero Foundation is to positively impact the well-being of the children in the communities we serve. Our primary area of focus is with the organizations that make a lasting, positive difference in the lives of our youth and children through education, development and assistance.

If you are interested in applying for a grant, please review the Program Guidelines & Application Procedures. In addition to the requirements in the guidelines, we will need the following financial documents:

1. Complete & recent 990 tax return of your organization.
2. Current financial statement (prefer audited).
3. Current operating budget and an estimated project budget.
4. Current 501 (c) (3) statement.
5. Your NTEE code.

We review grant applications on a quarterly basis and have divided the quarters geographically. Please note the attached calendar for 2006. Your completed application must be received no later than three business days prior to our scheduled review date.

Again, we would like to thank you for your inquiry and commend you for the work you are doing in the community.

Sincerely,

The Intero Foundation



Application Review Schedule 2006

So. Santa Clara County
March 15, 2006

Silicon Valley
April 15, 2006

East Bay
June 21, 2006

Peninsula
August 16, 2006

All Franchisee Applications
October 18, 2006