

**Makersmiths**

**Cisco**

**Grant**

**App as**

**of**

**02212023**

## PGP (Global)-V1

\* **Legal Name** Enter the legal name of the organization.

Makersmiths, Inc.

AKA Name Enter any AKA name(s), abbreviation(s), or acronym(s).

\* **Address** Enter the organization's address.

106 ROYAL ST SW

\* **City** Enter the organization's city.

LEESBURG

State Enter the organization's state.

Virginia

Province Enter the organization's province.

Zip Enter the organization's zip.

20175-2914

\* **Country** Enter the organization's country.

United States

\* **Organization Phone** Enter the organization's phone.

7034748217

Organization Fax Enter the organization's fax, if available.

Organization E-mail Enter an organizational e-mail address, if available (i.e. one not tied to a particular person, e.g. info@your\_npo.org).

Organization URL Enter the organization's web site address, if available.

https://makersmiths.org/

## PGP (Global)-V1

\* **Organization's Primary Focus** Select your organization's primary focus in terms of this funding request.

Public, Society Benefit - Multipurpose and Other ▾

\* **Geographic Scope/Reach** Enter the scope of your organization's service operations.

Local (adjacent cities/counties) ▾

\* **Nature of Operations** Are your service operations primarily offline or primarily web-based?

Primarily Offline (Face-to-Face/Paper-Based) ▾

\* **Mission Statement** Provide organization's official, board-approved mission statement.

To build opportunities for other people to learn,  
make and inspire

(1934 character(s) remaining)

\* **Board List** List your organization's board members by full name (first, middle, last). Include a phone number, organizational affiliation, mailing address, and e-mail address for each.

**Note: If your board, by policy, restricts the amount or level of information you may disclose about them, please simply provide the approved level of information.**

Jonathan White	Board Member - Chairperson	2020-2023	jonathan.white@makersmiths.org
John Dubelko	Board Member - Treasurer	2022-2023	john.dubelko@makersmiths.org
Bev Murdock	Board Member - Secretary	2021-2024	beverly.murdock@makersmiths.org
Brad Hess	Board Member	2022-2025	brad@makersmtihs.org
Mike DeWan	Board Member	2021-2024	mike.dewan@makersmiths.org
Jessee Maloney	Board Member	2022-2025	jessee.maloney@makersmiths.org
Scott Newman	Board Member	2021-2024	scott.newman@makersmiths.org
Dave Painter	Board Member	2020-2023	dave.painter@makersmiths.org

(1304 character(s) remaining)

\* **Staff List** List your organization's key staff members by full name (first, middle, last). Include a phone number, title, and e-mail address for each.

If you run out of room, please continue your response in the 'Overview of Organization' field below.

C. Adam McClintock	President	president@makersmiths.org	703-304-6500
Jessee Maloney	Leesburg Site Manager	jessee.maloney@makersmiths.org	443-928-4792
Tom Hill	Purcellville Site Manager	tom.hill@makersmiths.org	540-751-9819
Scott Silvers	IT Committee Chair	scott.silvers@makersmiths.org	703-474-8217



**\* Staff and Board List** Please enter the full name (first name, middle name, last name) of each key staff member and Board member. You will need to enter each name individually and then click the button "Add to List" after each name has been entered. Names must be entered manually so that we can perform due diligence to comply with U.S Office of Foreign Asset Control (OFAC) requirements. Only enter the person's full name – NOT the title or contact information.

ADD TO LIST

^

v

REMOVE FROM LIST

**\* Non-discrimination Policy: Employment and Provision of Services** Provide the full text of your official, board-approved non-discrimination policy, outlining your organization's policy with respect to hiring/employment practices as well as provision of service.

Cisco, the Cisco Foundation and SVCF do not promote or discriminate against any person, population group, or Organization with regard to categories protected by applicable U.S. law, as well as other categories identified by Cisco in alignment with our own Human Resources policies. These include, but are not limited to race, color, ethnicity, religion, sex, gender expression, physical appearance, language, education background, national origin, age, disability, and veteran status. This relates to both provision of services and hiring practices. No person/s may be denied service and/or employment based on the categories noted above.

Clarification on non-discrimination related to religion: as part of Cisco's non-discrimination policy, Cisco will not support any organization which requires adherence or conversion to any religious doctrine in order to either be a beneficiary of the program or to be an employee of the organization. To clarify, a direct service program run by a faith-based Organization may be eligible, provided that the program's beneficiaries are not required to adhere to or convert to that Organization's religious doctrine as a condition of receiving service from the program. Likewise, Cisco will not support any organization that requires adherence or conversion to any religious doctrine in order to be an employee of the program.

Cisco Systems, the Cisco Foundation and SVCF seek to support public benefit organizations that are substantially in alignment with our non-discrimination policy. Organizations that are found to discriminate in their provision of services and/or their hiring practices based on any of these or other criteria may be deemed ineligible for funding support and/or required to return any grant awards and may be rendered ineligible for future support.

Makersmiths does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members volunteers, subcontractors, vendors, and clients. |

(1489 character(s) remaining)



Organization Founding Date Provide the date of your organization's founding.

09/26/2014

\* **Overview of Organization** Provide a brief overview of your organization (accomplishments, overall goals, etc).

#### Overview

Makersmiths is a state of the art makerspace with two locations, Leesburg, VA and Purcellville, VA. Both are in the Washington Metro Area. With over 200 members and close to 400,000 in equipment, our makers have access to many different classes of equipment over two locations.

#### Our Members

Work in government contracting positions, IT Services, Fine Arts, marketing, media, and many other areas.

Are employed with design, development, and manufacturing organizations that purchase equipment in the greater Washington D. C. area.

#### Community Service

Makersmiths is a proud supporter of our community. During the early days of the COVID pandemic, our makers produced over 1500 face shields for our first responders, medical professionals, and teachers. We also made hundreds of cloth masks.

We also sponsor a Kid Wind Team that competes to try and build the most efficient wind turbine. Our 2019 team won the state title.

Our members come together to help Boy Scouts and Girl Scouts on their pinewood derby cars by providing a space to work, members to make cuts on our band saws, and assist the scouts with sanding tables.

The Town of Leesburg has a First Friday event each month. Makersmiths creates a craft project for kids for each of these events that is offered free to families.

Makersmiths has started a First Fixit Thursday in Purcellville. We encourage community members to bring in something they need fixed and a group of members will do whatever they can to fix it at no cost.

## PGP (Global)-V1

**PLEASE NOTE:** All potential grantees who run programs outside of the United States or who partner with organizations outside of the United States are required to complete the following fields. Applications that do not include this information when applicable will be returned for correction and resubmission.

**NOT APPLICABLE?** If you are certain that a field does not apply to your organization, please indicate so by entering 'Not Applicable,' followed by your initials, in the space provided.

**NOT ENOUGH ROOM?** If your response to a question is too long to fit in the space provided, please save your response in an MS Word (or similar) file, then upload it using the final field in this section.

\* **Organization Name in Native Language** If applicable, provide your organization's name in the language of the country of origin.

Makersmiths, Inc.

\* **AKA Names/Acronyms** Provide a complete list of all acronyms or other names by which your organization is identified.

Makersmiths

(1989 character(s) remaining)

\* **Governing Country** Select the country under which laws your organization is governed.

United States of America

\* **Primary Country Served by Project** Please list the primary country served by the proposed grant.

United States of America

\* **Complete List of Locations** Provide a list containing the address and phone number of all places of business for your organization (aside from the address you provided in the Organization Summary section).

106 Royal Street, Leesburg, VA 20175  
785 S. 20th St, Purcellville, VA 20132

(1922 character(s) remaining)

\* **Organization Management: Diversity** Please indicate whether your organization's management identifies with any of the following ethnic groups. Select all that apply

- African American
- African American
- Hispanic American
- Native American
- Other minority ethnic group
- None of the above groups



- Civil Liberties Programs
- Civil Rights Programs
- Civil Rights, Social Action & Advocacy
- Consumer Protection Programs
- Crime Control & Prevention Programs
- Criminal Justice & Corrections Programs
- Discrimination Assistance Programs
- Education Policy Programs
- Ethnic Groups' Rights & Racial Equality Programs
- Hate Crimes Prevention Programs
- Health Care Reform
- International Children's Relief Programs
- International Human Rights Programs
- International Peace & Security Programs
- International Relations Programs
- International Relief Programs
- International Understanding Programs
- International, Foreign Affairs & National Security
- Juvenile Justice Programs
- Legal & Judicial Services Programs
- Legal Aid Programs
- Mediation Programs
- Migration/Refugee Programs
- Military & Veterans Programs
- Public, Society Benefit
- Refugee Relief Programs
- Community and Economic Development Programs
- Afterschool Enrichment Programs
- Athletic & Sports Programs, General/Other
- Community Development
- Community Economic Development Programs
- Community Service Programs
- Employment

- Extracurricular Programs
- Extracurricular Sports Programs
- Fair Housing Programs
- Home Loan Programs
- Housing
- Housing Counseling
- Housing Development, Construction & Management
- Housing Expense Assistance
- Housing Owners' Association Programs
- Housing Rehabilitation Programs
- Housing Support Programs
- Information & Referral Programs
- International Development Programs
- International Economic Assistance Programs
- International Trade Programs
- Job Search & Placement Programs
- Job Training & Employment Programs
- Minority Business Development Programs
- Neighborhood Revitalization Programs
- Minority Business Development Programs
- Neighborhood Revitalization Programs
- Public Housing Programs
- Regional Economic Development Programs
- Small Business Development Programs
- SRO Housing
- Temporary Financial Aid Programs
- Transitional Housing Programs
- Transportation Assistance Programs
- Youth Business Programs
- Youth Citizenship Programs
- Youth Community Service Programs
- Youth Development
- Youth Job Training & Employment Programs
- Culture & Arts Programs
- Art Museum Programs
- Artist-in-Residence Programs
- Arts & Culture Programs
- Arts, Culture & Humanities
- Children's Theater Programs

- Children's Theater Programs
- Cultural & Ethnic Awareness Programs
- Cultural Heritage Programs
- Diversity Studies
- Foreign Language & Linguistics Programs
- Historic Preservation & Conservation
- History & Historical Programs
- Humanities Programs
- Interdisciplinary Studies
- Intergroup Relations Programs
- International Cultural Exchange Programs
- Museum Programs
- Music Programs
- Performing Arts Programs
- Social Science & Related Studies
- Special Olympics Programs
- Education Programs: Higher Education
- Adult Basic Education Programs
- Adult Education Programs
- Adult Literacy Programs
- Continuing Education Programs
- Distance Education Programs
- English as a Second Language Instruction
- High School Equivalency Programs
- Higher Education
- Postsecondary Education
- Professional Education
- Retraining Programs
- Service Learning Programs
- Vocational Education
- Education Programs: K-12
- Computer Literacy Programs
- Curriculum Development Programs
- Early Childhood Education

- Education
- Education & Technology Programs
- Education Research Programs
- Educational Assessment & Evaluation Programs
- Educational Delivery
- Educational Programs
- Educational Testing Programs
- Elementary & Secondary Education
- Head Start Programs
- Internship Programs
- Mentoring Programs
- Preschool Programs
- Reading Encouragement Programs
- Scholarship Programs
- Tutorial Programs
- Environment Programs
- Energy Resources Conservation & Development
- Environment
- Environmental & Sustainable Design
- Environmental Hazards Control Programs
- Environmental Health Programs
- Natural Resources Conservation & Protection
- Pollution Abatement & Control Programs
- Recycling Programs
- Sustainable Agriculture Programs
- Water Conservation
- Water Pollution Control Programs
- Health & Social Services Programs
- Adolescent Pregnancy Prevention Programs
- Adoption Programs
- Adult Day Care Programs
- Affordable Housing Programs
- Ambulatory & Primary Health Care
- Case Management Programs
- Child & Adult Care Food Programs
- Child Abuse Counseling
- Child Abuse Prevention Programs
- Child Care Programs

- Child Care Programs
- Childbirth Education
- Children & Youth Services
- Children's Protective Services
- Children's Rights Programs
- Crisis Intervention Programs
- Crisis Shelter Programs
- Dental Health Care
- Disabled Persons' Programs
- Disabled Student Services
- Disaster Preparedness Programs
- Disaster Relief/Recovery Programs
- Disaster Services Programs
- Diseases & Disorders Programs
- Diseases, Disorders & Medical Disciplines
- Domestic Violence Prevention Programs
- Early Intervention Programs
- Emergency Assistance Programs
- Emergency Communications Programs
- Emergency Medical & Ambulance Services
- Emergency Personnel Programs
- Emergency Services, Hospital-Based
- Emergency Shelter Programs
- Family Services
- Family Violence Counseling Programs
- Family Violence Prevention Programs
- Family-Based Services
- First Aid Training Programs
- Food Programs
- Grief Counseling Programs
- Guidance & Counseling Programs
- Health Care Economics
- Health Care Equipment & Supplies Provision
- Health Care Programs
- Health Care Referrals
- Health Diagnostic, Intervention & Treatment Services
- Homeless Shelter Programs

- Homeopathic Medicine
- Hospice Care
- Household Goods Provision Programs
- Human Services
- Hunger Action Programs
- Immunization Programs
- Inpatient/Hospital Care
- International Public Health/International Health Programs
- Juvenile Delinquency Prevention Programs
- Learning Disabilities Programs
- Maternal & Infant Care
- Meal Distribution Programs
- Medical Specialties Programs
- Mental Health Treatment Programs
- Mental Health, Substance Abuse
- Mental Retardation Programs
- Nursing Home Care
- Nutrition Programs
- Occupational Therapy
- Parenting Education Programs
- Patient Care
- Peer Counseling Programs
- Personal Social Services
- Physical Therapy
- Prenatal Care
- Preventive Health Services
- Public Assistance Programs
- Public Health Programs
- Public Safety, Disaster Services
- Residential Care Programs
- Residential Mental Health Treatment
- Residential Substance Abuse Treatment Programs
- Respite Care Programs
- Safety Education Programs
- Senior Services
- Services for the Homeless
- Sexual Assault Crisis Intervention Programs
- Sexual Assault Prevention Programs

- Special Education Programs
- Specialized Counseling Programs
- Specialized Therapy Programs
- Spouse Abuse Prevention Programs
- Substance Abuse Programs
- Suicide Prevention
- Water Safety Programs
- Other Programs
- Broadcasting & Communications
- Electronic Media Programs
- Infrastructure Programs
- International Agricultural Assistance Programs
- Leadership Development Programs
- Management Services Organizations
- Media & Communications Programs
- Nonprofit Capacity Building Programs
- Organizational Development & Training Programs
- Pension & Retirement Benefits Programs
- Personal Enrichment Programs
- Philanthropy, Volunteerism & Grantmaking
- Sweat Equity Programs
- Technology Assistance Providers
- Technology Services Organizations
- Voluntarism Promotion Program
- Volunteer Training & Placement Programs
- Waste Management



## PGP (Global)-V1

**PLEASE NOTE:** Do not send any organization- or program-related materials via postal mail unless specifically requested to do so by Cisco staff. This includes videotapes, bindered conference proceedings, etc. We provide a space in the Product Grant Details section in which you can upload relevant supporting materials in electronic format.

\* **Program/Proposal Title** Please enter the name (or a descriptive title) of the specific program seeking support.

\* **Program Type** Please select the option that most closely describes your program.

\* **Cisco Investment Area (select 1)** Which of Cisco's general investment areas -- [climate impact and regeneration](#), [crisis response](#), [economic empowerment](#), or [education](#) -- does your proposal primarily address?

\* **Single-Phrase Summary of Grant Impact** For our 990PF, annual report, and similar documents, please provide a single phrase encapsulating the anticipated impact of a Cisco product grant if awarded.

Please begin your response with a verb in '-ing' form like the following examples: "Enabling the first internal network to connect our 8 branches securely in compliance with HIPAA...", or "Providing sustainable technology access and measurable training to inner city residents across America..."

\* **Summary of Technical Grant Details** Please summarize the technical details of this product grant request. For example: "To set up a secure Intranet to interconnect 8 branches in 7 locations through public Internet using VPN and IPSEC", or "The objective is to build an infrastructure of Cisco routers, switches and wireless technology to support a 240 node client\server".

(32500 character maximum)

\* **Other Organizations Benefiting from Technology** List the names of other organizations or partners with whom you will share information using this technology. (Do you plan to use the Internet to share any information with other organizations or partners?)+

**Additional Program-Related Comments** Use this space to add additional grant request comments.



Additional Program-Related Documents

If desired, use this space for any program-related documents you'd like us to see (brochures, technical information/details, news articles, success stories, etc.).

Click the 'Upload File' link at right for instructions. We accept all standard file formats (.doc, .pdf, .xls, .jpg, etc.).

UPLOAD FILE

\* Do you plan to purchase Cisco equipment or pay to establish a Webex account in the next six months?

If you plan to purchase Cisco equipment or paid to establish a Webex account in the next six months, please answer "Yes" and then give details in the field provided below.

\* Have you purchased Cisco equipment or paid to establish a Webex account in the last six months?

If you have purchased Cisco equipment or paid to establish a Webex account in the last six months, please answer "Yes" and then give details in the field provided below.

Description of Cisco equipment and/or the webex account purchased 6 months ago/in the next 6 months.

If you answered "Yes" to one of the questions above, please provide details here. Please list equipment and/or webex account, and how you obtained/plan to obtain the equipment and/or webex account. (Cisco direct sale, Cisco Partner sale).

(2000 character maximum)

\* Cisco Sales Involvement

Have you worked with any Cisco Employee, Cisco Sales person, System Engineer or Cisco Reseller on this product list and/or technical solution.

SAVE AND PROCEED

[Need Support?](#)



## PGP (Global)-V1

\* Request Amount (\$USD) Please enter the total LIST PRICE for this Product Grant request.

\* Request Amount as Percentage of Total Program Budget What percentage of your total program budget does this grant request represent?

Here is a sample equation:

Donation Request Amount = \$10

Total Program Budget Amount = \$100

Percentage =  $\$10/\$100 = 10\%$

So the request amount as a percentage of the total program budget = 10%

\* Requested Product List Using this [example](#) EXCEL spreadsheet, list the part number, quantity and list price of the Cisco products you are requesting. Upload the EXCEL spreadsheet product list when completed.

Be sure to use **list prices only** in your spreadsheet. Spreadsheets using discounted pricing will be returned!

Click the 'Upload File' link at right for instructions.

UPLOAD FILE

\* Proposed Network Diagram Upload (in MS PowerPoint, MS Word, or MS Visio) the proposed network topology, utilizing products requested with this grant. Please list brand and model names/numbers where appropriate.

UPLOAD FILE

\* Current Network Diagram Upload (in MS PowerPoint, MS Word, MS Visio, MS Excel, gif or jpeg) the existing network topology, listing brand and model names/numbers where appropriate.

UPLOAD FILE

\* Requested Product List Creator Contact Info. Provide the full name, e-mail address and phone number of the person who created your requested product list. Please give their relationship to your organization (i.e. employee, vendor, volunteer, etc.).

Cisco Volunteer Involvement List **by name** any Cisco employees who work with your organization (as volunteers, board members, etc.) or who work with this specific program.



\* **Certifications Held by Organization's IT Staff**

What is the technical ability of the Information Technology staff from your organization who would assist in the deployment and ongoing administration of this equipment? For each staff member, list **name, e-mail address, and any certifications held** - particularly Cisco CCIE or Cisco CCNA certifications.

(2000 character maximum)

\* **Cisco Technical Involvement**

List any **Cisco System employees** volunteering to assist in the technical design and implementation of this Product Grant request. List each employee's **name and e-mail address**, as well as any **certifications held** if applicable (CCIE, CCNA).

(2000 character maximum)

Technical Consulting Assistance

Will you contract outside your organization for technical support and installation? If so, provide the name of the agency you plan to use, as well as the names, e-mail addresses, and certifications of the consultants they will assign to your organization. Please indicate if this organization is a Cisco partner.

(2000 character maximum)

Technology Plan

Upload your organization's latest technology plan. **This information is required if the requested grant amount is over \$100,000.00.**

Click the 'Upload File' link at left for instructions. We accept all standard file formats (.doc, .pdf, .xls, .jpg, etc.)

[UPLOAD FILE](#)

Business Plan

Upload your organization's latest business plan. **This information is required if the requested grant amount is over \$200,000.00. It is highly recommended for a grant request over \$100,000.00**

Click the 'Upload File' link at left for instructions. We accept all standard file formats (.doc, .pdf, .xls, .jpg, etc.)

[UPLOAD FILE](#)

[SAVE AND PROCEED](#)



## PGP (Global)-V1

**\* Detailed Organizational Budget** Upload a detailed organizational budget for the present Fiscal Year (and the proposed next Fiscal Year budget if the proposed project would not be implemented until then).

In your budget, be sure to provide a complete and itemized list of your organization's funders (including corporations, foundations, individuals in aggregate, fee-based income, etc.) with dollar amounts for each.

UPLOAD FILE

**\* Overhead (Operating Expenses) Percentage** In your most recent Fiscal Year, what percentage of your total revenues was used for overhead costs (i.e., operating expenses)?

US-based applicants may use figures from their most recent Form 990 and the formula below to calculate:

- Using your Form 990: Add together "Management & General Expenses" (Part IX, Line 25, Column C) and "Fundraising Expenses" (Part IX, Line 25, Column D), then divide by "Total Revenue" (Part I, Line 12).

**\* Lobbying & Political Activity Percentage** Of your total annual expenditures, what percentage goes to lobbying or other political activity?

US-based applicants may use figures from their most recent IRS Form 990 and the formula below to calculate:

- Using your IRS Form 990: If either "Direct or Indirect Political Activities" (Part IV, Line 3) or "Lobbying Activities" (Part IV, Line 4) are checked YES, add amount on (Schedule C, Part I-A, Line 2) and (Schedule C, Part II-A, Line 1c or Part II-B, Line 1j), then divide by "Total Expenses" (Part IX, Column A, Line 25)

**Additional Financial Documents** If available, upload any additional financial documents (current audited financials, public filings/releases, business plan, annual report, etc.).

UPLOAD FILE

SAVE AND PROCEED

[Need Support?](#)

## PGP (Global)-V1

\* **Ages Served** Which age groups will benefit most from this program?

  
  
  
  

\* **Gender Focus** What percentage of the program's focus is on serving/engaging women and girls? Please select a number that represents the correct percentage.

\* **Populations Reached by Program** Are any of the following groups direct beneficiaries of the program for which you are seeking funding? Please select all that apply:

  
  
  
  

\* **Tell us a story** Tell us a compelling story. Tell us about how your services have affected the lives of those you serve. Tell us your favorite story about how your programs helped one person. Tell us the story that gets you up in the morning to go to work, when you really don't feel like it.

(32500 character maximum)

**Additional Population Information** If needed, please supply any additional information about the population your program serves (backgrounds, income levels, etc.).

(2000 character maximum)

SAVE AND PROCEED



# Clients Reached By Organization

\* indicates required field

## PGP (Global)-V1

\* **Organization's Reach to Clients** How many clients does your organization reach annually, across all your organization's various programs and locations, across all funding sources? This is \*not\* a target, but rather the historical reach of your organization.

\* **Program's Reach to Clients** For this program only, what is your target for the total number of clients you anticipate being reached, across all sites and funders?

\* **Additional Clients Served by Cisco Technology** If the product grant is approved, how many more people will be served as a direct result of Cisco Technology?

\* **Underserved Population (?)** Of the total number of people you expect to reach what percent are from chronically underserved populations?

SAVE AND PROCEED

[Need Support?](#)

## PGP (Global)-V1

**\* Impact Data Collection Methodology**

Please describe your plans for how you will gather data to measure results. Include comments on how you will be measuring your performance, how often data will be collected, and longer-term measurement initiatives for this work (e.g. beyond the scope of this grant).



(2000 character maximum)

**\* Business Objectives and Goals**

Please describe the business objective and goals of this product grant request. Be sure to describe how the grant will help you better meet your mission and achieve operational goals.

(2000 character maximum)

**\* Will a Cisco product donation help your organization achieve its mission?**

If approved, do you expect a donation of Cisco technology will enable your organization to better meet its mission? (Yes/No)

**\* Will a Cisco product donation help your organization improve operational performance?**

If approved, do you expect a donation of Cisco technology to enable your organization to better meet its operational goals (Yes/No)

**\* Will a Cisco product donation help your organization achieve its technology goals?**

If approved, do you expect a donation of Cisco technology will enable your organization to better meet its mission? (Yes/No)

**New Products and/or Services**

Do you anticipate being able to offer new products and/or services as a result of a Cisco product grant? Please answer Yes or No.

**Client Satisfaction (%)**

What is your target for the satisfaction rating given by clients (in % terms)?



### PGP (Global)-V1

Please provide a description of the metrics  
you will collect

(2000 character maximum)

#### Custom Outcomes

Using the [Create Metric](#) link, please list each Custom Outcome that relates to your work. You may enter up to ten Custom Outcomes. In the Metric description, please include the level of impact (program, organization, beneficiary.) If your request is funded, you will be required to report on a quarterly basis against these targets.

**Description**

**Target Value**

[Create Metric](#)

SAVE AND PROCEED

[Need Support?](#)

## PGP (Global)-V1

### TERMS OF DONATION:

1. All Product Donation Program Grant equipment will be used in the manner specified in this application.
2. The organization is committed to having adequate staff to maintain and support the granted equipment.
3. The organization agrees to return the gift acknowledgement forms sent by Cisco Systems for the purpose of tax reporting.
4. Organizations receiving product grants are not allowed to sell, exchange, or otherwise dispose of the donated property (or any portion thereof). Equipment that is no longer of use by the organization will be returned to Cisco Systems through the [Environmental Stewardship Programs](#)
5. Depending on the grant type, grantee is required to submit a mid-year and a post install Impact Report, which will be delivered via an online reporting system. The report will identify: progress that Grantee has made toward achieving overall grant goals, installation of the equipment, as well as specific deliverables and impact metrics described in approved grant request. Note: By later mutual agreement, additional deliverables and/or metrics may be added or existing deliverables and/or metrics may be altered during the grant period, and such changes would reflect the intent to develop, enhance, and refine ways to measure what can best reflect achievement of goals and impact.

### \* Terms of Donation Confirmation

Check 'I Confirm' to acknowledge your review and acceptance of the four items listed above in the Terms of Donation.

I Confirm

SAVE AND PROCEED

[Need Support?](#)

---



### PGP (Global)-V1

**EXPORT CONTROLS:** The organization requesting this product grant (as well as any partners or subsidiary/affiliated organizations) acknowledges that:

**Cisco Products, Technology and Services are subject to U.S. and local export control laws and regulations. The Parties shall comply with such laws and regulations governing use, export, re-export, and transfer of Products and Technology and will obtain all required U.S. and local authorizations, permits or licenses.**

**The export obligations under this clause shall survive the expiration or termination of this Agreement.**

**\* Export Controls Confirmation**

Check 'I Confirm' to acknowledge your review and acceptance of the Export Controls.

I Confirm

SAVE AND PROCEED

[Need Support?](#)

## PGP (Global)-V1

**PLEASE NOTE: All applicant organizations must complete the following certifications. If the certifications are found to have been completed inaccurately, the organization seeking support may be required to return any granted assets, and may be rendered ineligible for future support.**

**\* Non-Discrimination Confirmation** Cisco Systems, Inc. (Cisco) and the Cisco Foundation prohibit discrimination against any person or population group with regard to categories protected by applicable U.S. law, as well as other categories identified by Cisco in alignment with our own Human Resources policies. These include, but are not limited to age, ancestry, color, citizenship, gender, gender expression, gender identity, genetic information, marital status, medical conditions, national origin, physical or mental disability, pregnancy, race, religion, sexual orientation, and veteran status.

This policy applies to any organization requesting and/or receiving any type of support from Cisco/Cisco Foundation, and pertains to both: (1) provision of services, and (2) hiring practices. No person(s) may be denied service by the organization, and/or employment at the organization, based on any of the categories stated above.

Clarification on non-discrimination related to religion: Cisco and the Cisco Foundation will not support any organization which requires adherence or conversion to any religious doctrine in order to either be a beneficiary of the program, or to be an employee of the organization. To clarify, a direct service program run by a faith-based organization may be eligible, provided that the program's beneficiaries are not required to adhere or to convert to that organization's religious doctrine as a condition of receiving service from the program. Likewise, Cisco will not support any organization that requires adherence or conversion to any religious doctrine in order to be an employee of the program.

I Confirm that the organization I represent complies with the above-stated policy in its entirety

**\* Lobbying Restriction** Check 'I Confirm' to certify the following: "The organization requesting support does not spend more than 20% of its total annual expenditures on lobbying or other political activities. **Furthermore, the specific program for which support is requested will not use any funds for purposes of lobbying or other political activity.**

I Confirm

**\* Religious Proselytizing Restriction** Check 'I Confirm' to certify the following: "The program described in this proposal is solely engaged in direct service provision. Exposure, adherence, or conversion to any religious doctrine is not required of the program's beneficiaries. If a grant is awarded, the organization will not use it for purposes of religious proselytizing in any way."

I Confirm

**\* Non-Support of Violence/Terrorism Confirmation** Please choose one OR the other of the two wording options below for this certification. Either option is acceptable but one or the other must be certified in order for the proposal to be allowed to proceed. This choice is provided at the request of organizations which are already part of the U.S. Combined Federal Campaign, the certification wording for which is included as Option B. **Option A** - Check 'I Confirm Option A' to certify the following: "The organization requesting support (as well as any partners, re-grantees, or subsidiary/affiliated organizations) does not knowingly endorse, support, or promote violence, terrorist activity, or related training of any kind. In particular, the organization must not knowingly deal with nor employ [listed terrorist persons or organizations](#)."

**Option B** - Check 'I Confirm Option B' to certify the following: The organization named in this application is in compliance with all statutes, Executive orders, and regulations restricting or prohibiting U.S. persons from engaging in transactions and dealings with countries, entities, or individuals subject to economic sanctions administered by the U.S. Department of the



**\* Non-Support of Violence/Terrorism Confirmation**

Please choose one OR the other of the two wording options below for this certification. Either option is acceptable but one or the other must be certified in order for the proposal to be allowed to proceed. This choice is provided at the request of organizations which are already part of the U.S. Combined Federal Campaign, the certification wording for which is included as Option B.  
**Option A** - Check 'I Confirm Option A' to certify the following: "The organization requesting support (as well as any partners, re-grantees, or subsidiary/affiliated organizations) does not knowingly endorse, support, or promote violence, terrorist activity, or related training of any kind. In particular, the organization must not knowingly deal with nor employ [listed terrorist persons or organizations](#)."

**Option B** - Check 'I Confirm Option B' to certify the following: The organization named in this application is in compliance with all statutes, Executive orders, and regulations restricting or prohibiting U.S. persons from engaging in transactions and dealings with countries, entities, or individuals subject to economic sanctions administered by the U.S. Department of the Treasury's Office of Foreign Assets Control. The organization named in this application is aware that a list of countries subject to such sanctions, a list of Specially Designated Nationals and Blocked Persons subject to such sanctions, and overviews and guidelines for each such sanctions program can be found at <http://www.treas.gov/ofac>. Should any changes in circumstances pertaining to this certification occur at any time, the organization will notify the grantmaker immediately."

- I confirm (Option A)
- I confirm (Option B)

**\* Board Review/Approval**

Check 'I Confirm' to certify the following: "Our executive management team and/or Board is supportive of this application."

- I Confirm

**\* Accuracy Certification**

Check 'I Confirm' to acknowledge your review and acceptance of the following: "I certify that: (1) I completed this form, and the information I provided is true and accurate to the best of my knowledge; (2) The organization that I represent complies fully with the policies stated in the criteria & guidelines section on the introductory web page at the beginning of this application form, to the best of my knowledge; and (3) Any assets awarded will be utilized in the manner specified in this application."

- I Confirm

**\* Acceptance of Review**

Check 'I Confirm' to certify the following: "I understand that all applicants are subject to reviews of their representations in this application and (for grantees) their compliance with the grant contract. I understand that the organization I represent may be required to return any granted assets and forfeit future funding eligibility if: (1) the review reveals any significant inaccuracies or violations of the policies stated above; or (2) the organization does not cooperate with the review."

- I Confirm

**\* Tax Acknowledgment Form Confirmation**

Check 'I Confirm' to certify the following: "I understand I will receive a tax acknowledgement form and will sign and return in timely manner."

- I Confirm

**\* Grant Follow-up Surveys Confirmation**

Check 'I Confirm' to certify the following: "I understand I will receive multiple surveys regarding grant implementation and impact."