

EPSON PORTLAND

Corporate Giving Program

How to Apply

Donation requests must be typewritten and submitted by email to donations@epi.epson.com or mailed to:

Epson Portland Inc.
Attn: Donation Request
3950 NE Alclek Drive
Hillsboro, OR 97124

Requests for a One for Our Community printer donation must also include a completed Recommendation Form (page 2 of this document).

Organizations may submit only one proposal in a twelve-month time period. Organizations that receive printers through this program may reapply once every two years.

Proposal Evaluation and Response Process

Each request is carefully screened and contribution decisions are made by committee. Applicants should allow up to 30 days for a response. If a proposal has been granted, entirely or partially, the applicant organization will be contacted by phone or email with the particulars. If your proposal is declined, a statement will be sent in the format the application was received.

Each proposal packet must include:

- Description of organization, charter, or mission statement
- A brief description of current activities
- 501(c)3 tax-exempt status documentation
- Specific donation request including the purpose or project the donation will be used for and the amount of cash required and/or product model name(s) and number of unit(s)
- Organization's shipping address (no post office boxes please), contact name, email address, and telephone number

General Exclusions

Epson Portland generally do not contribute to:

- Fraternal, political, or strictly religious organizations and/or programs
- Auctions, fundraisers, or proposals to purchase tickets
- School clubs, activities, or teams
- Endowment or capital campaigns
- Individuals
- Nation-wide or foreign based institutions or organizations. Epson America, Inc. has a Focused Giving Program designed to fund noteworthy programs that benefit large and culturally diverse populations. [Click here](#) for more information on this nation-wide program.
- Epson Portland hosts an annual United Way Workplace Giving Campaign, so we generally do not consider requests from agencies receiving United Way funding.

ONE FOR OUR COMMUNITY

Recommendation Form

Epson Portland Inc. (EPI) has been helping Oregon's schools and non-profit organizations add a touch of color to their work through our One for Our Community printer donation program since 1988.

A One for Our Community printer donation consists of a new Epson WorkForce All-in-One printer and two sets of ink cartridges manufactured at EPI. Organizations that receive printers through this program may reapply once every two years.

REQUESTOR INFORMATION

First Name	Last Name	Title
Email Address		Phone Number

ORGANIZATION INFORMATION

Organization Name			
Organization Contact Name		Organization Contact Title	
Email Address		Phone Number	
Street Address	City	State	Zip Code
About the Organization			
Is this organization a 501(c)3 non-profit?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you able to pick up the donation from our office in Hillsboro, Oregon?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a contact at Epson Portland?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, who is your contact?			
What is the purpose or function of this organization?*			
How will this organization benefit from a new Epson WorkForce printer?*			

* Include a supporting document if you require more space than has been provided.