

## **EPSON CANADA FOCUSED (CHARITABLE) GIVING PROGRAM**

### Philosophy

Epson's focused giving program is designed to reinforce the company's commitment to good corporate citizenship by responding to the communities in which it operates by funding noteworthy programs that benefit large and culturally diverse populations.

### Guidelines

Epson participates in a variety of community activities that involve civic, charitable, cultural and educational endeavours. On a year-round basis, the company considers proposals for in-kind donations of Epson digital imaging equipment (visit [www.epson.ca](http://www.epson.ca)). The company's fiscal year begins April 1.

### Areas of Giving

Organizations that submit proposals must be well-established, well-managed and financially sound. Priority will be given to non-profits, arts organizations, educational institutions, libraries, museums and like facilities that seek to improve society through programming that is appropriate, relevant and valuable to K-12 youth and:

- ~ Provides supplementary academic and/or arts-based enrichment experiences to develop and/or enhance skills and proficiency in leadership and/or creativity and/or the use of digital imaging technologies such as scanning, digital photography and/or digital printing;
- ~ Enhances existing educational opportunities through complementary curricula to advance literacy, academic achievement and/or technology expertise;
- ~ Offers opportunities for intellectual and artistic enrichment to broad and diverse segments of society through cultural activities, programs and/or services.

### General Exclusions

Epson does not contribute to:

- Sectarian-based institutions, organizations and/or programs;
- Fraternal, political, labour or social organizations and/or programs;
- Government agencies;
- Foreign-based institutions or organizations;
- Correctional facilities, inmates and related programs; or
- Individuals.

### Procedures to Apply for Donations, Sponsorships

Requests must be typewritten on the requesting organization's letterhead and submitted by mail or email:

**Epson Canada  
185 Renfrew Drive  
Markham, ON L3R 6G3  
Email: [Epson\\_Canada\\_Charitable\\_Donations@ea.epson.com](mailto:Epson_Canada_Charitable_Donations@ea.epson.com)**

Organizations may submit only one proposal in a 12-month time period.

### Proposal Evaluation and Response Process

Each organization's charter, target market, programs and financial standing are carefully screened and assessed over a period of up to approximately 30 days. If a proposal has been granted, entirely or partially, the applicant organization will be contacted by phone or email with the particulars. Each proposal packet must include the organization's:

- Description, charter or mission statement and copies of a current Balance Sheet
- **Shipping address** (no Post Office Boxes please), contact name, email address and telephone number;
- Examples of collaborative efforts with other groups;
- Target population including size and demographics;
- Explanation of how its constituency will benefit from the donation;
- Specific donation request including product model name(s) and number of unit(s) and/or amount of cash required.