

THE OHRSTROM FOUNDATION

INSTRUCTIONS FOR 2010-2011 GRANT APPLICATION

Please insert all responses directly into the application form, using extra space as needed, up to a maximum of 12 pages (not including the required attachments). *We understand it is time-consuming to enter the requested information into the application form – please know that all completed application forms are sent to the Foundation's Grants Committee and Board, and having information in this format from each applicant greatly aids the grant review and decision-making process.* Please review the application carefully before submitting.

If you have any questions about the application, please contact Rita Healy at TCC Group. Rita can be reached at 212-949-0990 x211 or rhealy@tccgrp.com.

The deadline for the application and all required attachments is Friday, December 3, 2010. Final grant decisions will be made in May 2011.

Required attachments (please note that everything listed is required even if you have submitted an application in a prior year):

- IRS 501(c)(3) determination letter.
- List of Board of Directors and their occupations.
- Most recent IRS Form 990.
- Most recent audited financial statement.
- Organizational budget for fiscal years ending in 2009, 2010, and 2011.
- Lists of the organization's revenue sources for fiscal years ending in 2009, 2010, and 2011.
- Detailed project/program budget for the fiscal year(s) in which you would use the grant (if applying for project/program funding).

Please submit the application form, minus this instructions sheet, BY EMAIL to Rita Healy at TCC Group: rhealy@tccgrp.com. You will receive a confirmation email that the application has been received.

Please mail any attachments that cannot be transmitted electronically to:

Rita Healy
Grants Administrator
The Ohrstrom Foundation
c/o TCC Group
31 West 27th Street, 4th floor
New York, NY 10001

** Please note the Foundation's mailing address changed in early 2008.**

APPLICATION NARRATIVE

A. Organization Mission and Description (1 page maximum)

Free Geek is a 501(c)(3) nonprofit organization that recycles technology to provide access to computers, the Internet, education and job skills in exchange for community service.

Free Geek accepts used or unwanted technology and refurbishes it to provide low-to-no cost computers to individuals and non-profit organizations in the Portland area. Free Geek was founded in 2000 to address two growing problems: the growing amount of e-waste (electronic waste) heading for the landfill and the widening digital divide.

Individuals and organizations donate used technology to Free Geek either by dropping it off at our centrally located building in southeast Portland, or by arranging for a pickup. Once the technology is in our building, volunteers evaluate the computers to determine whether they should be kept for reuse or recycled.

Computers that are deemed obsolete or in a unrepairable state are de-manufactured and separated into their basic components by volunteers. Free Geek has partnerships with industrial recyclers to further process the materials. As a qualified e-Steward recycler, Free Geek only works with companies that we have confirmed are handling the materials in an environmentally responsible manner. Free Geek is also a member of Oregon E-Cycles, which provides a free, easy and environmentally responsible recycling option for computers, monitors and TVs.

While Free Geek recycles several hundred tons of electronics each year, our primary focus is reuse and education. At the heart of Free Geek's mission is the Build Program, where donated computers are refurbished by volunteers into working machines running the free and open source Ubuntu Linux operating system. These computers are then earned by volunteers in the adoption program, donated to non-profit organizations through our grants program, or sold in our Thrift Store.

Through our two main volunteer programs (Adoption and Build) as well as many additional avenues for volunteer participation, Free Geek engages volunteers every step of the way. In the adoption program, volunteers work in our receiving and recycling areas. After 24 hours of volunteer work, they are eligible to receive a free computer and a class about how to use it. In the Build program, we teach volunteers how to evaluate and build computers. Once a build volunteer has built five computers that will be given away through one of our programs, they may build their own computer to take home.

Free Geek also gives computers to local non-profit organizations as hardware grants. The purpose of the Hardware Grants program is to support community organizations in their missions by providing free computers. This allows a non-profit's limited resources to be devoted to staffing and mission-related work instead of on costly computers. Free Geek has donated hardware to hundreds of local non-profit organizations.

In addition to offering free computers to our volunteers, Free Geek also offers education and job skills training. Computer classes are available for free to volunteers and at a very low cost to community members. Free Geek also partners with many local job training organizations and educational organizations to assist people looking to expand their employment opportunities with our many internships. There is a computer lab at Free Geek where volunteers and community members can surf the Internet and look for jobs.

The Free Geek model works, and has been replicated in cities in the United States and Canada.

B. Funding Request (3 pages maximum)

1. Please describe the project/program for which funding is sought (if general operating support is requested, please describe what funding will be used for).

The project description will begin with a history of education at Free Geek and projections for the future. I will then describe the need for funding for an updated classroom.

Free Geek was founded ten years ago with the belief that education is an essential component when working to bridge the digital divide. In the beginning the education program was mostly limited to our Adoption class (where volunteers learn how to use the computer earned through the Adoption Program) and our build program (where volunteers are taught how to build computers). In the early years of the organization, other classes were offered, but they were sporadic in nature. Free Geek hired its first Education Coordinator in 2001, to oversee education initiatives. Because the organization was young, however, that coordinator was eventually pulled away from her duties as Education Coordinator into many other areas of need. When she left Free Geek to pursue a graduate degree, Free Geek functioned without an Education Coordinator for two years.

In 2007 Free Geek hired a full time Education Coordinator with a teaching degree and a strong teaching background. With this position our goal was to increase our class offerings and to improve educational opportunities throughout the building. We have come a long way in achieving these goals, with an increase in classes from 20 per month in January of 2008, to 40 per month in January 2010, on topics ranging from how to edit digital photographs, to database programming. Not only have we increased the number of classes that we offer, we are now able to offer higher quality, more complex classes taught by experienced and knowledgeable volunteer instructors.

As we look to Free Geek's future, we see our education program playing an even larger role in the services that Free Geek offers. Our desktop build program is currently our largest volunteer education program, with our laptop build program a close second. Our desktop build program is a big draw for volunteers because they get to learn about computer hardware with very limited prior experience. Desktop computers are bigger and have more interchangeable components than laptops. This makes them relatively easy to take apart, repair, and put back together. In contrast, as Free Geek receives smaller and newer hardware, we will likely end up losing much of the hands-on education in desktop build where we currently introduce volunteers to computer repair. We plan for our traditional classes to fill this hole.

We have all of the essential ingredients for a successful education program at Free Geek with the exception of a quality classroom. Our current classroom has dim lighting, insufficient electrical outlets (along only two of four walls), an inefficient and uncomfortable layout, poor organizational and structural furniture, and poor acoustics.

We are seeking funding for a classroom renovation in order to address the needs of our classroom and further grow our education program. Throughout the years resourceful staff and volunteers have been able to piece together a classroom out of donated materials. Now we need to take that next step to a more professional classroom environment.

Description of our current classroom:

There is a white board along the south wall, work benches attached to, and facing, the north and east walls, and a doorway and storage shelves along the west wall. There are six

computers on work benches along the north wall, and six computers on the work benches along the east wall. Additionally, there are six computer desks on casters in the middle of the room to be used for Adoption classes. We set computers up for each adoption class because adoption volunteers work on their very own computers they will take home after the class.

Plan for renovated classroom:

This proposal includes the acquisition of ten stationary computer tables, new storage shelves, a projector, a drop-down screen, and a large white board. Skilled labor will be needed for new electrical work and carpeting. We will also purchase paint and paint the walls in the classroom. The plan includes removing current benches along the north and east walls and doing away with the rolling desks.

There will be 10 2-person tables with computer terminals facing the white board, perpendicular to the east and west walls of the room. Six tables will jut in out of the east wall in three rows of two. Four tables will jut out of the west wall in two rows of two. The front row will be used for Adoption classes, but will also have computer terminals on them. During adoption classes, we will place terminals under the tables. There will be storage space for peripherals and classroom supplies on the north side of the room (if the white board indicates the front of the room, the storage space will be in the back of the room).

There will be an aisle down the center of the room with a high powered LCD projector permanently affixed to the ceiling.

Please see the project budget for specific cost breakdowns.

2. How will this work be carried out?

Free Geek Education Coordinator (Laurel Bates) will select and purchase furniture and paint, and will design the layout of the room.

Free Geek Facilities Coordinator (Darryl Kan) will hire professionals for lighting, electric, and carpeting work.

3. What is expected to be achieved?

We expect to achieve the following:

Education space that is conducive to learning:

Currently, students have to turn around to see the white board because the computer tables do not face the front of the room. With electrical outlets along the west wall, we will be able to have students face the front of the room. A large standalone projector screen currently takes up valuable classroom space. With a pull down projector screen, we will reclaim the space taken up by the standalone projector screen.

With a more professional classroom space, students will feel like they are in a classroom. We are introducing people to Linux, which can be an intimidating topic. Students have mentioned they do not feel comfortable in the classroom. We believe that a professional classroom will help with our student retention in series classes. As we work to make the material itself accessible, we need a classroom that is comfortable and conducive to learning.

When we carpet the room, noises from other parts of the building will not be as disruptive as they currently are.

Permanent education space:

Our current space is modular, due to the fact that we do not have adequate furniture nor adequate electrical outlets. This requires teachers to put in a significant amount of work each time they teach a class. With a permanent education space, that workload will be reduced.

Larger class sizes:

Currently, we can accommodate up to 12 students per class. With a renovated classroom, we can accommodate 20 students per class.

Ability to attract and retain qualified and dedicated volunteer instructors:

There is no shortage of skilled and technical people in Portland that are willing to donate their time to a good cause. Our classroom is a deterrent to some professionals because of its poor lighting and limited class sizes.

Improve our teacher training:

Our volunteer instructors gain valuable experience at Free Geek. One volunteer instructor was recently able to leverage his experience at Free Geek into a PhD position with a focus on teaching. With a more professional classroom, our instructors will be even better equipped with transferable skills in teaching.

More class offerings:

We currently offer 40 classes/month. With an updated classroom, we can achieve 50 classes/month by the end of 2011.

4. How will this work be evaluated? By whom? When?

– The Education Coordinator, held accountable by the Staff Collective, will ensure the classroom is updated by the end of September 2011. Our meeting minutes are publicly available, allowing the Free Geek community to monitor the progress of the classroom renovation project.

– We will survey volunteers and instructors about the results of the classroom renovation project.

– We will track series class retention.

– We will track teacher retention.

– We will track number of classes offered/month.

– We will track class attendance.

B. Organizational Finances

For the first five questions in this section please provide actuals for the most recent completed fiscal year (FY). **We are using details from our 2009 990.**

FY ending: 12/01/09
month/year

1. Total Organizational Budget: \$ 810,813
2. Total Annual Contributed Income: \$ 184,107
3. Total Endowment (if applicable): \$ N/A
4. Total Annual Overhead (Non-Program Expenses): \$ 130,886
5. Percentage of Overhead to Total Organizational Budget: 16 %
6. Summarize organizational expense classifications (e.g. salaries/benefits, program expenses, office supplies, etc.) for the current fiscal year in the space below **and in a separate attachment provide detailed expense budgets for fiscal years ending in 2009, 2010, and 2011.**

Fixed expenses: This is depreciation and includes depreciation on major equipment (forklift, truck) and improvements to our site.

Insurance: Auto insurance and liability insurance

Intergalactic expenses: We are helping nonprofits authorized to use the Free Geek name with advice and organizational consultation. This also includes trademark enforcement expenses.

Occupancy: Rent, utilities

Other: Miscellaneous expenses: administrative costs, publicity, infrastructure

Recycling: Fees from recycling vendors. Some things cost to recycle, others bring income and are counted below.

Repairs: General maintenance

Sales Costs: Online sales fees, merchandise purchase, displays

Staffing expenses: Wages, payroll taxes, benefits

Supplies: Office supplies, tools, cleaning supplies, etc.

7. Summarize organizational revenue classifications (e.g. foundations, individuals, corporations, special events, etc.) for the current fiscal year in the space below **and in a separate attachment provide details of real and potential revenue sources for fiscal years ending in 2009, 2010, and 2011.**

Fees: Recycling fees are charged for CRT monitors and televisions to businesses that employ 10 or more people after seven items are accepted for free.

Contributions: We ask for a suggested contribution from everyone who donates electronics to us to offset staffing costs and support our programs.

Fundraising: This refers to traditional fundraising efforts

Intergalactic income: Consulting for other Free Geeks

Other income: Tech support, fees for classes, Interest income, etc

Recycling income: Sales of recyclable materials to approved recyclers

Reimbursement plan: Free Geek is reimbursed through NCER for items covered by Oregon's Eycles program.

Sales: The bulk of our income comes from sales through our thrift store.

8. Do you expect to meet your organization's financial targets in the current fiscal year for both revenues (earned and contributed) and expenses? If not, please explain.

Yes

9. Did you meet your organization's financial targets for revenues and expenses during the most recent completed fiscal year? If not, please explain.

Yes

C. Project/Program Finances (if application is for project/program support)

1. Total project/program budget for the fiscal year in which you would use the grant (grants will be awarded in May 2011): \$ 10,000 FY: 2011

2. What percentage of that fiscal year's project/program budget is this request to the Ohrstrom Foundation?

100%

3. Summarize project/program expense projections (e.g. personnel, supplies, travel, etc.) for that fiscal year in the space below, **and in a separate attachment provide a detailed project/program expense budget.**

The \$10,000 grant will cover a classroom renovation project, including new lighting, electrical work, paint, carpeting, furniture, a marker board, a projector screen, and a projector.

4. List all pledges and grants toward this project/program for that fiscal year by amount and source (mark pledges not yet paid with an *) in the space below.

none

5. List other potential funding sources for the project/program (i.e. corporations, foundations, individuals that you are contacting specifically for this project/program) in the space below, and indicate amount sought from each.

none

6. How will continuation of the project/program be financed after this funding has expired?

We are requesting funding for one specific project and anticipate only small amounts of upkeep in future years. Free Geek will maintain the classroom.

D. Board of Directors Information

1. Do all board members serve without remuneration? If not, please explain:
Yes
2. Number of persons serving on the board:
5
3. Number of board meetings held during the past fiscal year:
6
4. Average number of board members present at meetings:
4
5. Number of board members making personal financial contributions to the organization in the most recently completed fiscal year:
1
6. Total dollar amount of board members' financial contributions to the organization in the most recently completed fiscal year: \$6,210.
7. Number of board members engaged in fundraising for the organization: 1

E. Organization Statistical Information (for most recent completed fiscal year)

1. Number of individuals served by the organization:
We do not track ages, so I cannot answer the question about adults vs under 18. Answers below are total.

a) Adults: b) Under 18: c) Total:

11,299 individuals donated their used hardware to Free Geek
1,247 people and organizations received computers for free
500 hardware grants were given out
907 individuals received free computers from Free Geek

2. Number of paid staff:
a) Full-time professionals: 12 b) Full-time support staff: 15
c) Part time professionals: d) Part time support staff: 3
3. Number of volunteers: 3,656
4. Estimate of total volunteer hours given in past fiscal year: 86,135

Please see the application instructions for details on how to submit this application, as well as for a full list of required attachments. Please contact Rita Healy at TCC Group with any questions about the application. Rita can be reached at 212-949-0990 x211 or rhealy@tccgrp.com.