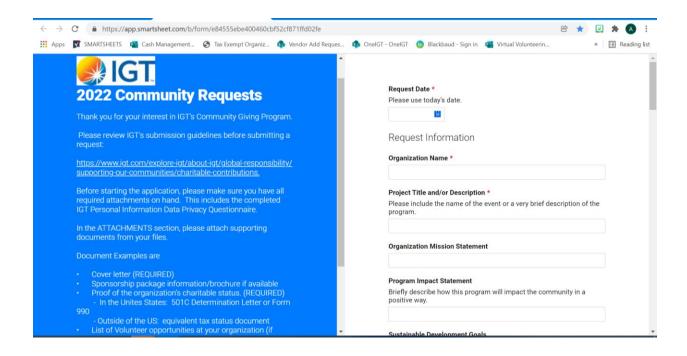
IGT Community Online Portal Guide

IGT has implemented a new application system to replace the existing online application portal.

Beginning on January 17, the portal via https://www.GrantRequest.com/SID_779?SA=SNA&FID=35003 will be disabled. The new application may be found via the following link:

https://app.smartsheet.com/b/form/e84555ebe400460cbf52cf871ffd02fe

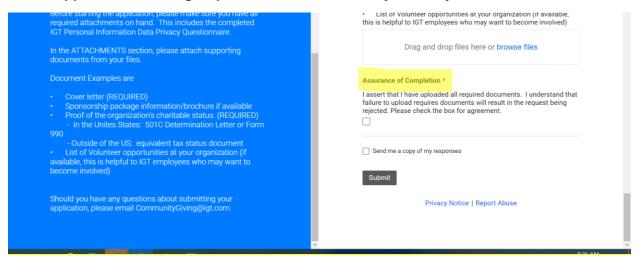
Our hope is that our community partners find the new system to be simplified and more user friendly.



Before You Submit

- Prior to submitting an application via the online Smartsheet application, we request that applicants review IGT's submission guidelines: https://www.igt.com/explore-igt/about-igt/global-responsibility/supporting-our-communities/charitable-contributions.
- Please be sure you have also reviewed the required attachments list and have all documents ready for submission. You will be required to certify that you have attached all required documents at the end of the application. Failure to attach the require documents will result in your application being REJECTED.
- The following documents are REQUIRED for successful application submission:
 - Cover letter explaining how funding will be used if not for a specific event
 - Proof of organization charitable status
 - In the United States: 501C3 determination letter or Form 990.
 - Outside of the US: Equivalent tax status document
 - Personal Information (PI) Data Privacy Questionnaire
- The following documents are requested for submission, but are not required:
 - Sponsorship package information or brochure if available
 - Information about the programs or services that you'd like funded if not included in cover letter
 - List of volunteer opportunities at your organization.

- Please be sure you have completed each field in the application. Failure to do so will result in an error message, and you will not be able to successfully submit your application.
- At the end of the application, we have added an "Assurance of Completion" section. You must check
 the box indicating that you have uploaded the required documents to your application. Any
 application missing required documents is subject to rejection.



 Should you have any questions about submitting your application, please email <u>CommunityGiving@igt.com</u>.