



Community Assistance Initiative - Guidelines

Background

Microsoft Australia has a strong belief that if you provide people with the resources they need, they can accomplish great things. As well as being the foundation of our business, this philosophy is the basis of our Community Assistance Initiative. Through this initiative Microsoft seeks to bring the benefits of information technology to people and communities who do not currently have access to this technology.

The Community Assistance Initiative provides software and technology support to a large number of non-profit organisations that provide services to disadvantaged communities throughout Australia.

Community Assistance Initiative support spans the nation to include regional as well as urban centres, with particular attention to the needs of rural areas.

Goal of CAI

The Community Assistance Initiative seeks to support the provision of human services within the community through organisations supporting a diverse range of community needs and societal issues, including:

- youth-at-risk
- physical disability
- medical research and care
- technology access for seniors
- housing assistance & homelessness
- care for children
- victims of abuse
- disadvantaged minorities
- Aboriginal and Torres Strait Islander needs
- language skills training and migrant assistance
- special community and ethnic needs

Selection Criteria

The organisation must:

- be a not-for-profit, non government organisation
- provide human services or support (ie. excludes sporting, environmental, animal welfare, cultural organisations)
- work with disadvantaged groups or individuals
- have the capacity to utilise technology

Making an application

All applications must be in writing. The organisation's letterhead must be used to provide contact details and a registered charity number where applicable. (Faxed and email applications will not be accepted.)

Applications must specify exactly what is needed. Microsoft cannot advise individual applicants on the design of their IT system, appropriate Microsoft products etc. Applicants are advised to seek advice from an IT professional or a distributor of Microsoft products before compiling their application.

A statement of how the software donation will support the way the organisation provides human services is required. The attached form sets out all the information that is required.

Applicants are encouraged to use this form, with a covering letter on letterhead. No further documentation about the organisation and its work is required.

Exclusions from this program

- financial assistance
- hardware/IT services

Microsoft is a software company and does not manufacture or distribute computer hardware. Similarly, it is not possible to provide IT services, such as training, systems development, assistance with software installation etc.

Fundraising

Organisations are able to request software to use for fundraising activities, as well as their administration. Some examples of suitable software include educational products – such as Encarta or My Personal Tutor – and games – such as Age of Empires or Flight Simulator.

If you request software for fundraisers, Microsoft may vary the packages ordered, depending on stock available.

How decisions are made

The written applications are assessed by Microsoft. When the applicant meets the criteria described above, their request is checked against available software stock. Where the request can be met, the organisation will be supplied with software.

All letters will be responded to within 6-8 weeks.

For further information or to make an application please contact

Rod Fitzgerald

Barbara Bridges & Associates

Level 2, 263 Liverpool Street

Darlinghurst NSW 2010

Phone: (02) 9360 1966

Fax: (02) 9361 6698

Email: rfitzgerald@wildchile.com.au



Community Assistance Initiative - Application Form

Organisation Name:

Registered Charity No:

Contact Person:

Position:

Organisation Address:

Postal Address:

Telephone:

Facsimile:

E-mail:

Organisation Details

What disadvantaged groups do you serve?

What human services do you provide?

How will software be used?

- Administration Fundraising (*raffles, auction*)
 Other (*please specify*)

Requirements
(please tick)

Software

License

Software & License/s

Please forward this form with your letter of application to:

Product Title:

Version:

Copies required:

Product Title:

Version:

Copies required:

Product Title:

Version:

Copies required:

Product Title:

Version:

Copies required:

(If more products are required, please use separate page)

Licence Requirements

Number required:

Name of Licensee:

Position:

(Chief Executive Officer, President or similar senior office holder)

Address where software will be used

.....

.....

Microsoft Community Assistance Initiative
C/- Barbara Bridges & Associates
Top Floor, 263 Liverpool Street
Darlinghurst NSW 2010