



EMPLOYEE PEAKS FUND GRANT GENERAL INFORMATION

Eligible Recipients:

- ▶ Must be a non-profit organization under section 501(c)(3) of the Internal Revenue Code and contributions shall be deductible under section 170 of the Internal Revenue Code
- ▶ Must be a community-based organization operating in the area of Huntsville, Alabama or surrounding communities where IMS and subsidiaries' employees reside
- ▶ Services rendered by the organization (including religious organizations) must be open to all members of the community regardless of race, religious beliefs, political affiliation, ability to pay or background
- ▶ Must fit into one of the Quality of Life Priorities listed below:

QUALITY OF LIFE PRIORITIES:

- **Arts & Culture** – Enriches the community through arts, culture, and lifestyle experiences
- **Basic Needs** – Provides food, clothing, and shelter
- **Economic Opportunity** – Equips individuals and organizations through training, creating employment opportunities, and promoting growth of the entrepreneurial community
- **Education** – Invests in early childhood development, K-12 students, college and career readiness, post-secondary education, and lifelong learning
- **Environment** – Stewards our community's natural resources
- **Health & Wellness** – Addresses physical health, mental health, and wellness
- **Neighborhoods & Community** – Strengthens entire neighborhoods or communities through a holistic approach
- **Recreation** – Engages in experiences that refresh the mind, body and spirit

Ineligible Recipients/Expenses:

- Recipients awarded within the previous **two grant periods**
- Conference expenses
- Debt reduction
- Endowment campaigns or annual campaigns
- Grants to individuals
- Political contribution or activities
- Private foundations
- Special events or membership drives
- Event sponsorships

Award Determination:

- Grant award determinations for the IronMountain Solutions Employee Peaks Fund are voted on by all contributing employees and finalized by the Board of Directors.
- Previous grants have ranged from \$2,000 - \$7,500.
- By submitting a grant application, applicants acknowledge that if voted to receive a grant, their organization may not be awarded the full grant request. Grants are distributed as funding is available.

Submission:

- Please email epf-bod@imsinc.us or mail/hand deliver complete Grant Application package including supporting documents on or before the current cycle deadline for consideration. Applications received after the deadline WILL NOT be eligible for a grant during the current grant cycle and must be resubmitted, with appropriate support documentation, for consideration in subsequent grant periods.

Grantee Responsibilities:

- Recipients must agree to comply with all requirements of this application and may be required to provide a grant funding report on how the funding was used/what measurable outcomes were achieved as a result of the project.