

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.

The screenshot shows a web browser window displaying the IGT 2022 Community Requests application form. The browser's address bar shows the URL: <https://app.smartsheet.com/b/form/e84555ebe400460cbf52cf871ffd02fe>. The browser's taskbar includes several open applications: Apps, SMARTSHEETS, Cash Management..., Tax Exempt Organiz..., Vendor Add Reques..., OneIGT - OneIGT, Blackbaud - Sign in, and Virtual Volunteerin... A Reading list icon is also visible.

The application form is split into two main sections. The left section has a blue background and contains the following text:

IGT
2022 Community Requests

Thank you for your interest in IGT's Community Giving Program.

Please review IGT's submission guidelines before submitting a request:

<https://www.igt.com/explore-igt/about-igt/global-responsibility/supporting-our-communities/charitable-contributions>

Before starting the application, please make sure you have all required attachments on hand. This includes the completed IGT Personal Information Data Privacy Questionnaire.

In the ATTACHMENTS section, please attach supporting documents from your files.

Document Examples are

- Cover letter (REQUIRED)
- Sponsorship package information/brochure if available
- Proof of the organization's charitable status. (REQUIRED)
 - In the United States: 501C Determination Letter or Form 990
 - Outside of the US: equivalent tax status document
- List of Volunteer opportunities at your organization (if

The right section of the form is white and contains the following fields:

Request Date *
Please use today's date.

Request Information

Organization Name *

Project Title and/or Description *
Please include the name of the event or a very brief description of the program.

Organization Mission Statement

Program Impact Statement
Briefly describe how this program will impact the community in a positive way.

Sustainable Development Goals

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 required 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.**

The screenshot shows a web application interface. On the left is a blue sidebar with white text. The main content area is white and contains a file upload section, an 'Assurance of Completion' section with a yellow highlight, a checkbox for 'Send me a copy of my responses', a 'Submit' button, and links for 'Privacy Notice' and 'Report Abuse'.

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- List of Volunteer opportunities at your organization (if available, this is helpful to IGT employees who may want to become involved)

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

List of volunteer opportunities at your organization (if available, this is helpful to IGT employees who may want to become involved)

Drag and drop files here or [browse files](#)

Assurance of Completion *

I assert that I have uploaded all required documents. I understand that failure to upload required documents will result in the request being rejected. Please check the box for agreement.

Send me a copy of my responses

Submit

[Privacy Notice](#) | [Report Abuse](#)

- Should you have any questions about submitting your application, please email CommunityGiving@igt.com.