



GM GLOBAL CORPORATE GIVING ONLINE SUBMISSION GUIDE

For Initiating a Letter of Inquiry, Full Proposal or Sponsorship Application

General Motors is committed to fostering smart, safe and sustainable communities around the world. This presentation will provide a brief overview of steps you will need to gain access to our online giving system. It provides guidance on how to:

Create a username
and password
and register an
organization for
the first time

Log in for
existing users

Start the
Letter of Inquiry,
Full Proposal or
Sponsorship
Application

Check on the
status of your
pending submissions

Please see the Letter of Inquiry, Full Proposal and Sponsorship Application preview documents located at GM.com to see what information is needed for each submission.

LOG IN

GENERAL MOTORS

Please Log In

* E-mail Address:

* Password:

Enter your existing e-mail address and password here to log in.

First time user?






Register to create your account.

Click here to create a new account.

[Forgot your password?](#)

Please note that you must have cookies and JavaScript enabled on your browser in order to successfully log in.

[Need Support?](#)

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After completing the Eligibility Quiz at gm.com, you will be taken to the **log in page**.

If you log in with an existing account, you will be taken directly to the Letter of Inquiry, Full Proposal or Sponsorship Application.

If you register, you will be taken to the registration page (next slide).

NEW USER






GENERAL MOTORS

Registration Information

* Please select the region in which you are located:

United States

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Choose either United States or Other, based on where your organization is located.

NEW USER

GENERAL MOTORS

Registration Information

* indicates required field

*** First Name:**

*** Last Name:**

*** Telephone Number:**

*** E-mail Address:** Please enter your e-mail address, e.g. yourr
You will need your e-mail address to log in.

*** Password:** The password must be between 6 and 16 characters long and consist
of letters, numbers, or any of the following special characters: '@!#\$-_'.
The password "password" is not valid.

*** Confirm Password:**

*** Organization Name:** Enter the legal name of the organization for which you are applying.

*** Zip/Postal Code:**

Add requested information.

Once this information is entered, scroll down the page to fill out information requested on the next slide.

NEW USER

IRS AND/OR NCES Information

Tax ID/Charity ID (if applicable): Enter the nine digit U.S. Tax ID of the 501(c)(3) non-profit organization for which you are applying. If you do not know the organization's Tax ID, please contact the business office of the organization or call the IRS toll-free at 1-877-829-5500. If your organization is not located in the United States or otherwise does not have a U.S. Tax ID number then leave this field empty.






Enter your organization tax ID information here.

School District ID (U.S. Pre-K-12 public schools and public school districts only): For U.S. public schools, the District ID should be the first 7 digits of a 12 digit National Center for Education Statistics (NCES) School ID. If you do not know the school's NCES information, please visit the [NCES website](#).

School ID (U.S. Pre-K-12 public and private schools only): For U.S. public schools, the School ID should be the last 5 digits of a 12 digit National Center for Education Statistics (NCES) School ID. For private schools, the School ID should be the 8 digit NCES School ID. If you do not know the school's NCES information, please visit the [NCES website](#).

Schools are not eligible to apply for grant funding from GM.

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Once you enter the tax ID information, click Save.

You will then be taken to the **home screen**.

ORGANIZATION HOME SCREEN

GENERAL MOTORS LOGOUT

Welcome, Your Name Here!

The organization you are currently associated with is **Your Organization Name**.
If you work with multiple organizations, [click here to add a new organization to your account](#)

The Online grant request application consists of three main sections, each of which must be completed for your letter of inquiry to be considered.

1. Basic information pertaining to your organization.
2. Contact information pertaining to your organization.
3. An overview of the program for which you are seeking funding.

The Letter of Inquiry, Full Proposal or Sponsorship Application overview information will be presented on this page.

>We recommend that you [familiarize yourself with the online application](#) before you begin.

Once completed, all letters of inquiry are immediately submitted to **GM Global Philanthropy & Community Giving** for review. The decision on your request will be sent via email to the email address you provide in the letter of inquiry.

To create a new application, click the "Start a New Application" link at the bottom of this page. You may also save your applications now and return to work on them later. To continue work on an unsubmitted application, click the "Continue" link next to the application's Project Title. To view an application previously submitted to GM Foundation, click the "View" link next to the appropriate Project Title.

Each page of the application will have a timeline like the one below to help you monitor your progress. The line and text will indicate your current position within the application process. If you have questions regarding this application, use the link located at the bottom of every page to contact our support team.

WELCOME PAGEORGANIZATION INFORMATIONPRIMARY CONTACT INFORMATIONPROJECT/PROGRAM OVERVIEW

When you log in, you will be taken to the **home screen** for that application.

The next slide will present information on the bottom of the **home screen**.

ORGANIZATION HOME SCREEN

The screenshot displays the 'Applications Requiring Action' section with a table containing one entry: 'Continue' for 'Your Project' with an application amount of '\$0.00'. Below this is the 'Your Submitted Application' section with a table showing 'View' for 'Your Project' with a status of 'LOI Considered for Proposal Submission'. A 'START A NEW APPLICATION' button is highlighted, and a 'Need Support?' link is visible. The footer includes social media icons and the copyright notice '© 2017 General Motors'.

Action	Project Title	Application Date	Proposal Type	Application Amount
Continue	Your Project	Date Entered	Proposal	\$0.00

Action	Project Title	Application Date	Proposal Type	Application Amount	Status
View	Your Project	11/01/2016	Letter of Inquiry	\$50,000.00	LOI Considered for Proposal Submission

[START A NEW APPLICATION](#)

[Need Support?](#)

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Any application requiring your attention will show up here.

The lower part of the **home screen** will show the status of current or submitted applications.

Click here to start the new **Letter of Inquiry, Full Proposal or Sponsorship Application.**

You will always be able to check the status of your application. As we make decisions, this status will change.

SUBMISSION GUIDANCE

Please click on the bullet points below to learn more about content requested for each submission:



[Letter of Inquiry
Preview](#)

[Full Proposal
Preview](#)

[Sponsorship
Application Preview](#)

If you have any questions, please email us at GivingBack@gm.com