



**Computer and Technology Resource Center
Alameda County Computer Resource Center (ACCRC)**

**National and International Non-Profit Organizations
Application Instructions**

The Computer and Technology Resource Center (CATRC) is a non-profit computer recycling and training organization. We are dedicated to providing technical training and refurbished computer equipment to schools, non-profit organizations, and economically and/or physically disadvantaged individuals. In addition, we serve the community and the environment by recycling donated electronic equipment, components and materials for reuse.

We are able to provide computers to the public by refurbishing used computer equipment for which businesses, corporations, and individual donors no longer have a use. Although our computers may not run the newest software, they are adequate for many home, school, and office applications. Guidelines set by our Board of Directors are used to determine the priority status of each request according to availability of equipment, qualification of applicant and greatest public benefit.

Based on the information you provide in your application, after it has been approved your request will be assigned a priority status and will be ranked accordingly. When your request reaches the top of the list, we will call you and tell you what equipment we have available at the time and, together, we will determine if it is suitable for your use. If the computer equipment that is ready for placement doesn't fill your requirements, we will go on to the next applicant on the list. You will not lose your place on the waiting list. Wait time for approved applicants depends of equipment availability, quantity desired and could take up to six months.

In order to keep our expenses at a minimum, any equipment we donate to you or your organization can be picked up **by appointment only** at our Berkeley Warehouse or it can be shipped to you at your expense. Please note that the waiting time is significantly longer for computers needing to be shipped.

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

To complete the application, follow these steps:

Complete ***all sections*** of the applications.

Attach ***copies of the requested documentation***.

Enclose a ***business size self-addressed, stamped envelope*** (SASE)

Mail your ***application, documentation and the SASE*** to:

Alameda County Computer Resource Center or ACCRC

Attn: PLACEMENTS

1501 Eastshore Hwy. Berkeley, CA 94710

YOU WILL BE NOTIFIED BY PHONE OR BY LETTER IF YOU HAVE BEEN APPROVED.

If you have further questions, please call us at (510) 367-1717 Office 510 528-4052

Tax ID# 68-0395504

Public and Charter School Application 10/08



**CATRC Computer Equipment Application
NATIONAL AND INTERNATIONAL NON-PROFIT ORGANIZATIONS**

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED and MAY BE DESTROYED.

Organization Name as it appears on the 501c3: _____

Tax ID/EIN#: _____ **Contact Person:** _____

Email: _____

Phone: _____ **(IMPORTANT) Cell Phone:** _____

Organization address: _____ **City:** _____

State: _____ **Zip Code:** _____

For U.S. Non-Profits, please submit the following:

- a copy of your IRS 501 (c) (3) exemption letter OR relationship letter if you are operating under a fiscal agent
- a copy of the first 5 pages of Articles of Incorporation
- Most current organizational financial statements
- an organization brochure
- Supplemental: professional references, contributors, technology grants you received, news articles, recommendation letters

For International Non-Profits, please submit the following:

- attach copies of licenses and/or documents identifying your organization as non-profit. (Preferably English, if not please include a translation)
- a completed AFFIDAVIT, included with this application
- documents that prove that your organization has permission to ship to your designated country
- an organization brochure
- Supplemental: professional references, contributors, technology grants you received, news articles, recommendation letters

Please answer questions A-G on a separate (1) sheet of paper.

What service do you provide?

What is your organization's purpose and/or mission?

What population do you serve and how many?

What are some of your organizations' accomplishments? *Please include brochures, public awards, news articles.*

Please list some of your sponsors and donors?

What purpose will the donated equipment be used for?

How many systems are you applying for? _____

Do you have a website we may visit? (Yes) (No) (Web address) _____

How were you referred to our organization? _____

Have you received equipment from ACCRC before? Yes ____ No ____

**Public and Charter School Application 10/08
CATRC Computer Equipment Application
NATIONAL AND INTERNATIONAL NON-PROFIT ORGANIZATIONS**

SHIPPING COSTS ARE THE APPLICANT'S RESPONSIBILITY. If you are out of the area OR country,

Do you have an individual who can pick up the un-boxed computer systems and ship them to you? YES NO

If yes,

Name _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone: _____ May we contact him/her? YES NO

Statement of Confidentiality: It is understood that no one, other than CATRC authorized staff will be privy to this information except as may be authorized by law.

At this time we are placing the following computer: Pentium III class computer with 512 Megabytes of RAM, 10+ Gig hard drive, a CD-ROM drive, and 3.5 inch high-density floppy drive, 17" monitor

All systems come installed with the Ubuntu Operating System

We do not supply or support Microsoft products and do not recommend them to our clients.

We do not provide modems, speakers, printers nor do we have laptops to donate.

We are applying for recycled computer equipment because we cannot obtain the computer equipment necessary to achieve the goals stated in this application. The information on this application is true to the best of my knowledge.

Representative's Name: _____ **Title:** _____

Signature: _____

Date: _____