**Thank you for your interest in Liberty Mutual and Safeco's Make More Happen Awards!**

**\*\*\*THIS IS NOT THE APPLICATION FORM\*\*\***

This application guide is to help you prepare your answers before you enter them online. We can only accept online applications. All questions marked with \* are required.

All applications are due February 16, 2020 at 11:59 pm PST. If you have questions, email MakeMoreHappenAward@LibertyMutual.com or MakeMoreHappenAward@Safeco.com.

**Agency information**

\* Agency Name

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\* Agency stat code or Ramp code 12-34-5678 (your agency’s unique Liberty Mutual or Safeco identifier).

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\* Do you represent?

1. Liberty Mutual Small Commercial
2. Safeco Personal Lines
3. Both

\* Who is your TM? Please write out their full name and/or include their email address.

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\* Address Line 1

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Address Line 2

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\* City

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\* State

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\* Zipcode

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\* Phone

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\* Website

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**Agency social media**

Facebook

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Twitter

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Instagram

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LinkedIn

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**Agent contact information**

\* First Name

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\* Last Name

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\* Email Address

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\* Did you apply for a Make More Happen Award in 2018 or 2019?

1. Yes
2. No
3. I don't know

\* Prior to filling out this application, did you use the Liberty Mutual and Safeco Independent Agent Giving resources? (i.e. The Guide to Community Engagement, Tips for a Great Photo, etc.)

1. Community Engagement Guide
2. Tips for a Great Photo
3. I didn't use these

If yes, which resource(s) did you use? How did it help? How do you think it could be improved?

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**Nonprofit information**

\* Nonprofit name

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\* Nonprofit TAX ID (this is a nine-digit number, also called EIN number)

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\* Address Line 1

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Address Line 2

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\* City

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\* State

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\* Zipcode

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\* Phone

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\* Website

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**Nonprofit social media**

Facebook

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Twitter

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Instagram

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**Nonprofit representative contact information**

\* First Name

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\* Last Name

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\* Phone

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\* Email Address

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\* Nonprofit mission statement

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\* Which of the following focus areas does the nonprofit support? Choose up to two that best describe the organization’s focus area.

1. Education
2. Health
3. Homelessness
4. Fighting hunger
5. Environment
6. Community Safety
7. Animals
8. Arts & Culture
9. Community Development
10. International
11. Other

\* Describe the population served by the nonprofit. (For example, disadvantaged youth within the city limits or people with disabilities throughout the three-county area).

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**Tell your story – 50 points**

Take care to tell a story about why the nonprofit is important to your community and what led you to start volunteering with them. We have provided some questions to help guide your responses, but there are no ‘right answers’ as we realize that every agency and community are unique. Here is a breakdown of the 50 points:

**History of Involvement (15 Points)**

\* How long have you been involved with the nonprofit? (in months or years)

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\* How many employees from your agency are involved with the nonprofit?

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\* How many employees are there at your agency?

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\* How did your involvement with the nonprofit begin?

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\* Why have you chosen to commit your time to this nonprofit?

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**How you have help them accomplish their mission (15 Points)**

\* Do you and/or others in your agency hold specific roles within the nonprofit?

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\* How frequently do you volunteer with this nonprofit?

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\* How are you involved with the nonprofit throughout the year? Please describe the events, volunteer opportunities, and/or departments you assist with and how you have helped in those areas.

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\* What do you and your agency enjoy most about supporting this nonprofit’s cause?

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\* Please describe a special, memorable experience you have had while serving at the nonprofit.

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**The nonprofit's impact and story (10 Points)**

\* Describe how this nonprofit positively impacts your community. Think of specific stories or testimonials and provide as much detail as possible.

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\* Tell us how $10,000 would benefit this nonprofit and your community. (You may want to contact the nonprofit to be as specific as possible such as: “$10,000 could provide 1000 meals and 10 beds for those in need at the Safe Haven shelter”.

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**\*\*You will be asked to upload at least one, up to three photos. We cannot accept applications without a photo\*\***

**Photo submission – 10 points**

**For your application to be considered, you must submit at least one photo (up to three) of your volunteerism in action with the nonprofit.** Keep in mind, if your application is selected these photos will be included in media press releases, online, future marketing and other uses. Be sure to carefully read the photo agreement below and obtain the permission of everyone in the photo.

Before you submit your photo, you may want to look at the [photo and caption tips](http://www.safecoagentnews.com/site/assets/files/1459/photo_tips_flyer_2018_4.pdf) document for more information about what we are looking for and an expanded explanation of the below:

* Photo file: jpg and the photo title should include your agency name. For example: My\_Agency\_Name\_1
* A descriptive caption for each photo.
* Include the month and year the photo was taken as well as the location

**If you have trouble uploading your photo, send it in an email with the caption and date to** **MakeMoreHappenAward@LibertyMutual.com** **or** MakeMoreHappenAward@Safeco.com**. But, please still include your caption and your agreement to the information below.**

* **Upload Photo 1**
* **Upload Photo 2**
* **Upload Photo 3**

**Photo caption:** Describe the action in your photo, providing as much detail as possible. (For example: Three members of the Dunbar Agency spent the Labor Day weekend painting the kitchen of the Boys & Girls Club, where they feed 50 youth each day after school.)

Caption 1:

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Caption 2:

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Caption 3:

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**By submitting a photo, you will be agreeing to the following:**

I hereby represent and warrant that I have obtained the written permission of all recognizable persons (or for minors, also the permission of their parents or legal guardians) (each a “Recognizable Person”) who appear in the attached photograph(s) (each a “Photo”) for Liberty Mutual and Safeco to:

* Use their likeness in each Photo;
* Submit each Photo to Liberty Mutual and Safeco Insurance;
* Grant to Liberty Mutual and Safeco Insurance, through this application, the right to use each Photo in perpetuity, alone or accompanied by other material, in any manner and in any medium throughout the world for the purpose of advertising and /or promotion or any other purpose related to the Liberty Mutual and Safeco Insurance corporate giving and charitable contribution programs and programs to promote agency community involvement; and
* Confirm that Liberty Mutual and Safeco Insurance owns the Photo.

I further represent and warrant that the exercise by Liberty Mutual and Safeco Insurance of the rights granted hereunder will not infringe upon the rights of any third party, including any intellectual property rights, or right of privacy or publicity, that no payments to or permission from any third party is required for the exercise by Liberty Mutual and Safeco Insurance of the rights granted to it hereunder, and that all hereby waive any right to inspect or approve the finished Photo(s) or its use.

**Agreement to Participate**

You must confirm your agreement to the following in order to submit the application.

I understand that if my application is selected for a Make More Happen Award:

* My agency will be named as the award recipient;
* Both my agency and the nonprofit organization supported by the volunteer efforts noted in this application will be entered in an online social media contest that could result in additional donation money for the nonprofit.

I also understand that if my application is selected for a Make More Happen Award, my agency will be asked to collaborate with Liberty Mutual and Safeco Insurance to:

* Ensure that a W-9 form for the nonprofit is made available in a timely manner to Liberty Mutual and Safeco Insurance.
* Provide in a timely manner any additional information that might be needed for the contest, such as additional photos or review of editorial material.
* Work with a national PR firm appointed by Liberty Mutual and Safeco to help broadcast your Make More Happen Award story in your local media market.
* Promote the Make More Happen Award and Contest in my community. (Liberty Mutual and Safeco Insurance will help by providing promotional resources.)
* Present a large promotional check from Liberty Mutual and Safeco to the nonprofit organization in partnership with your field representative.