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

\*\*\*THIS IS NOT THE APPLICATION FORM. PLEASE DO NOT SHARE THIS INFORMATION WITH ANYONE OTHER THAN AGENCY OR YOUR NOMINATED NONPROFIT’S STAFF.\*\*\*

Visit [www.agentgiving.com/agent-resources](http://www.agentgiving.com/agent-resources) for more information on the Make More Happen Awards.

This guide is for you to preview the application questions and help you prepare your answers before you enter them online. All questions marked with \* are required.

All pre-screen applications are due August 1, 022.
All final applications are due September 2, 2022.
If you have questions, email MakeMoreHappenAward@Safeco.com.

**Pre-screen questions**

**Agency Information:**

* Agency Owner Master code
* Agency Name
* Agency address 1
* Agency City
* Agency State
* Agency zip code
* Agency Phone number
* Agency website
* Did your agency location apply for Make More Happen Awards in 2020 or 2021?
* Yes
* No
* don't know

**Applicant** I **information:**

* Your first name
* Your last name
* Your agency title
* Your agency email address

**Nonprofit information**

* Nonprofit Name
* Nonprofit TAX ID (this is a nine-digit number, also called EIN number) Example: 12-3456789
* Nonprofit address 1
* Nonprofit address 2
* Nonprofit City
* Nonprofit State
* Nonprofit zip code
* Nonprofit phone
* Nonprofit website
* Nonprofit mission statement
* When did your agency start supporting the nominated nonprofit?
	+ Month / Year
* Which of the following focus areas does the nonprofit support?
* Education
* Health
* Homelessness
* Fighting Hunger
* Environment
* Community Safety
* Arts & Culture
* Community Development
* International
* Supporting Troops & Veterans
* Other

**End of pre-screen app questions**

If the nonprofit meets the program guidelines, you will be invited to complete the remainder of the application questions below.

**COMPLETE APPLICATION QUESTIONS**

**Make More Happen Award participation**

If selected for a Make More Happen Award, the nominated nonprofit will receive a $5,000 donation on your behalf, a story about your volunteerism with the nonprofit will be published on AgentGiving.com, a public relations firm will pitch your story to your local media, and you’ll be entered into an incentive challenge to promote that story to your community to win another $5,000 donation for the nonprofit.

In the following questions, tell us what you want your community to know about your agency’s charitable efforts with the nominated nonprofit.

* Why has your agency chosen to commit time and/or donations to this nonprofit and what does your agency do to support the nonprofit throughout the year? (Please be specific about the type and frequency of volunteer service and/or donations made to the nonprofit by agency leadership and staff.)
* Please describe a time when the agency made a positive difference for the nominated nonprofit.
* How has your agency helped the nominated nonprofit continue to operate throughout the COVID-19 pandemic?
* Tell us how $10,000 would benefit this nonprofit? (Provide up to two specific examples.)
* Please describe how your agency and the nonprofit will work together to market your Make More Happen Award.

**Photo submission**

For your application to be considered, you must submit three photos showing your agency’s involvement with the nonprofit. (If your application is selected for a Make More Happen Award, these photos will be included in media press releases, online, social media, future marketing and other uses. Be sure to [obtain the permission](http://www.safecoagentnews.com/release-form/) of everyone in the photo and carefully read the photo and application agreement when you confirm your application e-signature.) You will also need to provide photo captions to go with each photo.Provide as much detail about the photos as possible including names and titles of who is in the photo, the year/month it was taken and what is happening in the photo.

**Agency information**

* Select which carrier(s) your agency represents and provide the name and email of your territory manager(s).
* Liberty Mutual Commercial Lines
* Safeco Insurance Personal Lines
* Both
* How many people work at your agency?
* How many people at your agency are involved with the nonprofit?
* Does anyone at your agency hold any official titles with the nonprofit (i.e. current or past board member, committee lead, volunteer coordinator, etc.)?
* Are agency employees provided paid time off to volunteer (including with the nominated or other nonprofit)?
	+ Yes
	+ No
* Do you invite your agency clients to get involved in the agency’s charitable work?
	+ Yes
	+ No

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

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.