Apex Digital Technology Empowerment Grant
Terms & Conditions

At Apex Digital Solutions (sometimes referred to herein as "Apex" or "We"), we empower organizations to navigate change, stay secure, and maximize their technology's value. Through focused, high-impact projects, we help nonprofits overcome technology challenges, driving progress and uniting teams around security, efficiency, and collaboration.

For over 25 years, Apex has been proud to work with and enable organizations making a real impact in Southeast Michigan. In celebration of this milestone year, Apex is excited to release a new service-based grant opportunity: the Apex Digital Technology Empowerment Grant.

Subject to the terms and conditions set in this document (these "Terms and Conditions"), the organization that ultimately receives the Apex Digital Empowerment Grant (the "Winner" or "Recipient") will receive from Apex and/or its affiliates, services and solutions valued at up to $25,000 (the "Grant" or "Prize" or "Award").

The Grant will be awarded to one (1) Michigan based 501(c)(3) nonprofit organization. To apply for award under this Contest, eligible organizations (each an "Applicant," collectively, the "Applicants," and sometimes addressed herein as "You") will submit applications for evaluation by Apex. Applications will then be evaluated based on, among other things, the feasibility of the project proposed by such application and its compatibility with services and solutions offered by Apex (collectively, the process of submitting an application and the evaluation of such application is sometimes referred to herein as a "Contest").

Applicants will self-select a project type/service category (a "Category") based on the Applicant's particular needs, capacity and eligibility. Category selections are final and cannot be modified once selected. Applicants should carefully consider all Categories prior to make this selection in the application process. Applicants are only eligible to submit an application under one (1) Category.

Who is eligible to apply for this contest?

To be eligible to win the Prize, Applicants must meet the following criteria:

General Organization Requirements:

- Michigan-based headquarters and serving residents in counties located in Southeast Michigan (Wayne, Oakland, Macomb, or Washtenaw counties).
- Must be a 501(c)3 in good standing with the State of Michigan and the Internal Revenue Service. Applicants will be required to upload a copy of their IRS designation letter, 990 form, W-9, financial statements, and Michigan Solicitation License.
- 50+ employees
- Must demonstrate $15M+ in annual revenue.
- Exclusions: Hospital systems and Schools
- Organizations may not apply with a fiduciary for this service-based grant.

Technical Environment Requirements:
- IT team size of at least 1 person
- Must be utilizing Microsoft 365, Office 365, or Teams (with the appropriate licensing)

How will applications be judged?

The scoring rubric along with other grant resources are available at apexdigital.com/grant for this opportunity and can be found directly in the links below:
- FAQs
- Selection Rubric

What other information is required to submit an application for the Prize?

Simultaneously with the Application, Applicants must supply to Apex true, accurate and complete copies of the Applicant's most recently completed audit. If an Applicant is unable to provide this information, or if an audit is ongoing at the time the submission of the application is required, the Applicant should contact Apex to determine if alternative means of financial review will qualify the Applicant to participate in this Contest. Applicants can reach the Apex Digital team at: grant@apexdigital.com

As stated above, Applicants will also be required to provide to Apex true, accurate and complete copies of such Applicant's IRS designation letter, 990 form, W-9, financial statements, and Michigan Solicitation License. Apex reserves the right to request further materials from Applicants upon receipt and/or review of any given application. To remain eligible for the Prize, Applicants must promptly cooperate with Apex in providing such materials.

What is the prize?

The recipient will receive from Apex Digital Solutions $25,000 worth of services and solutions. Successful applicants will be able to articulate how the Prize would help advance the organization's mission and /or be leveraged to support a specific strategic initiative. Applicants may choose from a variety of packages offered by Apex Digital Solutions, examples of which are set forth below. Applicants should note that this list is not exhaustive, and Applicants are welcome to propose other service-based projects that align with both the Applicant's goals and Apex Digital's capabilities. All proposed project types/service categories will still only be considered for those that have the necessary hardware, devices, and licensing in place.

The Prize is a service-based grant, meaning that the Recipient will receive $25,000 worth of services to support and complete the proposed project. The Recipient will receive written notification from the Apex Digital Solutions team of their selection to be awarded the Prize. Apex will present Recipient with the written terms of the Prize (the "Term Sheet") specifying the scope of the work to be provided Apex, to be determined by Apex and in Apex's sole discretion. Upon acceptance and execution of the Term Sheet, Recipient will be eligible to participate in the services and solutions awarded hereunder.

The Prize may not be deemed for its equivalent cash value. Services and solutions which qualify under the Prize must be performed and/or provided to Recipient during the period of time between October 3, 2025, and March 31, 2026. Unless otherwise agreed to by Apex in writing, the Prize will become null and void from and after March 31, 2026.

Categories:

1. **Identify: Microsoft 365 Assessments & Health Checks** - A foundational step for any organization looking to get the most out of this platform and take the first step towards a more modern and secure environment. This service is designed to evaluate Your current Microsoft 365 environment and uncover opportunities to improve performance, security, and usability.

- We provide a comprehensive review of Your existing configuration, including (and not limited to) Exchange, Entra ID, Teams, OneDrive, Intune, and Defender.
- These assessments uncover misconfigurations or inefficiencies that, once addressed, can significantly enhance Your team's productivity, and reduce long-term risks.
- Based on the assessment and the specific needs of the selected grantee, there may be remaining service hours to support implementation of key recommendations.

Best for organizations that:

- Have already implemented Microsoft 365 but suspect inefficiencies, misconfigurations, or missed opportunities
- Want a clearer picture of their IT environment before planning larger changes
- Are unsure where to start and need expert insight to prioritize action

*Please note that this Prize requires administrative access to the Microsoft 365 environment; additional recommendations, implementation, or remediation work may be required.

2. **Design: Strategic Planning & Technology Road Mapping** - We often see nonprofits struggling with aging or patched-together infrastructure. This service acts as a light at the end of the tunnel by highlighting those pain points and laying the groundwork for modernization efforts.

- Our Strategic Planning engagements begin with a discovery phase that combines a lightweight assessment with deep listening to understand Your organization's goals, challenges, and current IT state.
- Based on those findings, we build a custom roadmap that includes infrastructure and security recommendations with a strong emphasis on cloud-readiness.

This category is ideal for applicants that:

- Are considering a significant technology transformation but need a clear plan
- Want to modernize aging infrastructure with a phased approach
- Value clarity and alignment between IT goals and organizational strategy

*Please note that in order to provide the services and solutions associated with this category, Apex would require the recipient's active collaboration and participation during the discovery phase. Roadmap recommendations may span multiple future projects.

3.   **Execute: Deployment & Migrations** - Many nonprofits reach a point where they know it's time to modernize, but executing that change can present real roadblocks, including a lack of internal expertise, the scale and complexity of the work, and the challenge of minimizing disruption for end users. That's where our Deployment & Migration projects come in. These services are all about turning Your strategic plans into reality.

We support a range of deployment and migration needs, including:

- *Microsoft Teams Phone Deployment* – Transition from traditional phone systems to Teams Phone for more flexible and cost-effective communication.
- *On-Prem to Cloud Migrations* – Migrate email, file servers, and SharePoint to the cloud to increase scalability, security, and accessibility.
- *Microsoft Intune & Cloud Device Management* – Onboard, configure, and secure devices through policy setup, patching, and cloud-based management tools.

Best for organizations who:

- Are moving from on-premises infrastructure to a modern, cloud-based environment
- Need support with deploying tools like Microsoft Teams Phone, Intune, or SharePoint
- Have already completed strategic planning and are ready to execute

**Please note that licensing costs (e.g., Teams Phone) are not included in project scope. Applications falling under this category should demonstrate clear goals and project scope to ensure a successful deployment or migration

4.   **Launch: Physical Setup of Space/Devices** - Do You have the equipment for a community computer lab, collaborative workspace, or training room, but lack hands-on support in setting up physical workspaces and devices? Our Setup projects focus on wiring, configuration, and getting hardware operational so Your team and community can get to work right away.

Best for organizations who:

- Have the physical devices needed but require support getting them properly set up.
- Are creating or refreshing shared workspaces such as labs, hubs, or training areas.
- Need help connecting their physical setup with their IT environment.

**Please note that the award does not cover hardware or licensing. Organizations must have the necessary hardware and licenses already in place or be prepared to purchase them separately outside of the award. Apex Digital can assist with hardware and license purchasing if requested. The scope of services awarded as the Prize would focus on configuration and setup, rather than procurement or long-term management.

5.   **Other Proposed Project Types:** Applicants are welcome to propose other service-based projects that align with Apex Digital's capabilities and its organization's goals. Apex Digital reserves the right to decline any proposals that fall outside of their standard business offerings.

How does my organization submit an application to participate in this Contest?

APPLICATION PROCESS:
The application must be submitted via a web-based form. Applicants can access the application form at this link: apexdigital.com/grant
The grant application process includes 3 steps:

- Eligibility Screening
- Application
- Preliminary Call (if applicable)

TIMELINE:

- Application Opens: July 28, 2025
- Optional Grant Workshop   August 28, 2025
- Application Closes: September 8, 2025
- Award Selection Notification: October 3, 2025
- Discovery & Expectation Session: by October 17, 2025
- Grant Project Completion: by March 31, 2026
- Grant Story Interview: by May 29, 2026

Frequently Asked Questions:

1. **If our 2024 audit is still in progress, can we upload 2023 information?**
Yes, we are looking for the most recent audit information and understand that based on an organization's fiscal year and associated lags in financial review this may be the case for some organizations. Please provide the most current information available at the time of submission.

2. **Are devices or licensing included in the service(s) provided by Apex Digital?**
No. Applicants must have the devices and licensing in place required for successful partnership in this grant.

3. **Is there a minimum number of individuals served needed to apply?**
No, there is no minimum number of individuals served in order to apply. Applicants will be asked to identify or share more information about their mission, who they are and serve, and how this proposed project will support their work and impact goals.

4. **What sort of reporting will the grant recipient be expected to provide?**
Grant reporting includes questions about the technical services performed. Narrative questions focus on the experience working with the Apex Digital team to date. Grant reporting should be completed by May 29, 2026.

Points of Contact for Further Questions
For more information on this grant opportunity, please visit: apexdigital.com/grant
For questions related to the intent of the Apex Digital Technology Empowerment Grant or specific questions related to the application or how to submit the application, please contact: grant@apexdigital.com

Miscellaneous.

Not a Lottery. For avoidance of doubt, this Contest is neither a sweepstakes or a lottery. The Contest is a merit-based contest in which applications will be evaluated and judged in accordance with the criteria set forth herein, and such other factors as Apex, in its sole discretion, may deem appropriate, to determine which Applicant Apex, in its sole and absolute discretion, determines is the most suitable recipient of the Prize. There is no cost to enter this Contest. No Prize or Award will be awarded, gifted, or otherwise given freely hereunder as a result of chance or luck.

Governing Law. The terms of this Contest, construction of these Terms and Conditions, and any and all matters in any way pertaining to the Prize to be awarded hereunder (unless otherwise agreed upon, in a writing executed by Apex) shall be governed and/or construed in accordance with the laws of the State of Michigan

No Contract. Nothing in these Terms and Conditions shall be construed as an offer by Apex to Contract with an Applicant. There is no consideration being awarded hereunder. The Prize will be awarded by Apex freely, and as such, this gift is voidable by Apex for any reason or for no reason at all if Apex, in its sole discretion, so elects. These Terms and Conditions shall govern the Contest, but shall not be binding upon Apex or in any way obligate Apex to Applicant(s) or Recipient.

No Partnership/Joint Venture. For avoidance of doubt, these Terms and Conditions are under no circumstances to be construed as an offer by Apex to enter into a joint venture, partnership, or other affiliated group or organization with Applicant(s) or Recipient. Apex remains a wholly and completely independent entity from Applicant(s) and Recipient. None of Apex, Applicant(s), or Recipient shall owe fiduciary duties to one another as a result of these Terms and Conditions, preparation and execution of the Term Sheet, or participation by any of the aforementioned parties in the Contest. The Prize is intended as a one-time gift from Apex to Recipient, and in no way obligates Apex to provide future services of any kind or nature to Applicant(s) or Recipient.