

Apex Digital Technology Empowerment Grant

Information Packet

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GRANT OPPORTUNITY AND PROJECT CATEGORIES

At Apex Digital Solutions, we empower organizations to confidently navigate change, strengthen security, and get the most value from their technology investments. Through strategic, high-impact projects, we help nonprofits overcome technology challenges to drive progress and align teams around security, efficiency, and collaboration.

Apex Digital celebrated a milestone anniversary, marking over 25 years of partnering with organizations that are making a real impact in Southeast Michigan. In honor of this, we are excited to announce the launch of the Apex Digital Technology Empowerment Grant, a new service-based grant opportunity.

Apex Digital will select one eligible 501(c)(3) nonprofit to provide up to \$25,000 worth of services or solutions to drive meaningful, lasting improvements to their technology environment.

There are several ways to put the Apex Digital Technology Empowerment Grant to work. Applicants must be seeking a grant in one of the following project categories offered by Apex Digital:

1. Identify: Microsoft 365 Assessments and Health Checks – This is 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 (but 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.

2. Design: Strategic Planning and Technology Road Mapping - We often see nonprofits struggling with aging or patched-together infrastructure. This service offering identifies those pain points and lays the groundwork for modernization efforts.

- Our Strategic Planning engagements begin with a discovery phase that combines a lightweight assessment 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.

3. Execute: Deployment and Migrations - Many nonprofits reach a point where they know it's time to modernize, but realizing that change can present roadblocks, including a lack of internal expertise, the scale and complexity of the work, and the challenge of minimizing disruption for end users. That is where our Deployment and Migration projects come in. These services turn 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 and Cloud Device Management* – Onboard, configure, and secure devices through policy setup, patching, and cloud-based management tools.

4. Launch: Physical Setup of Space/Devices - Do you have equipment for a community computer lab, collaborative workspace, or training room, but lack the hands-on support needed to set 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.

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.

NOTE: Grant funding 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 grant. Apex Digital can assist with hardware and license purchasing if requested.

Successful applicants will be able to articulate how this service-based grant and partnership will help advance their mission and/or be leveraged to support a specific strategic initiative.

ELIGIBILITY

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

Technical Environment Requirements

- IT team size of at least one person
- Must use Microsoft 365, Office 365, or Teams

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

APPLICATION PROCESS

To begin the grant process, applicants should complete the Eligibility Screening at apexdigital.com/grant. Organizations that meet the initial criteria will receive an invitation via email with a link to submit the full application.

The grant application process includes 3 steps:

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

APPLICATION QUESTIONS

(For reference purposes – questionnaire to be completed & submitted online)

Alignment with Organizational Goals

How well does the applicant's proposal align with Apex Digital's Vision and Purpose?

1. Select which project categories you are applying for this grant. Select all that apply.
 - Microsoft 365 Assessments and Health Checks
 - Strategic Planning and Technology Road Mapping
 - Deployment and Migrations
 - Physical Setup of Space or Devices
 - Other
2. What is the name of the proposed project?
3. Describe the proposed project you would like to use this grant award to complete.
4. Why has your organization not implemented or completed this change already?

5. How long has your organization been engaged in the work of the proposed project?
 6. Describe how the completion of the proposed project impacts your mission.
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Feasibility

Is the proposed project realistic and achievable?

1. What makes this the right time to tackle the proposed project?
 2. What is the desired outcome of the proposed project?
 3. Does the completion of the proposed project impact other initiatives or work in your organization? If so, explain.
 4. Identify the level of priority or urgency for this to be completed for your organization. (low, medium, high). Briefly explain your rating of priority.
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Project Viability

Does the applicant have the staff and availability to successfully start and finish the project?

1. Describe your organization's Change Management Process.
 2. Describe what resources are already secured that will be utilized for this project.
 3. What risks or challenges exist that might impact the project?
 4. What additional resources do you need to ensure the proposed project is successful?
 5. Do you believe that your organization can complete this project within the 2025 calendar year?
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Impact/Sustainability

Will the project have a lasting impact beyond the grant period?

1. How does your organization define or measure the impact of the proposed project?
2. What kind of experience are you looking for internally and externally?
3. Identify the top 3 revenue sources for your organization in your current budget.

4. How many individuals do you anticipate will be directly impacted by the proposed project?
5. If awarded, how would you view our collaboration on the proposed project having an impact on the community?
6. Are you willing to engage in shared storytelling around this collaboration if awarded?

APPLICANT CRITERIA RUBRIC

Below are the criteria that will be utilized as a rubric for the applicant selection process:

#	Criteria	Description	Score (1-5)
1	Alignment with Organizational Goals	How well does the applicant's proposal align with Apex Digital's Vision and Purpose?	
2	Feasibility	Is the proposed project realistic and achievable?	
3	Project Viability	Does the applicant have the staff and availability to successfully start and finish the project?	
4	Impact / Sustainability	Will the project have a lasting impact beyond the grant period?	

RESOURCES

- apexdigital.com/grant
- [FAQs](#)
- [Selection Rubric](#)
- [Official Terms and Conditions](#)

CONTACT INFORMATION

If you have questions or if you would like to schedule a time to speak with a team member, please send an email to grant@apexdigital.com