

## 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.

Apex celebrated a milestone anniversary in 2025, marking more than 25 years of working with and enabling organizations to make a real impact in Southeast Michigan. To honor this milestone, we launched the Apex Digital Technology Empowerment Grant—a service-based grant designed to help nonprofits strengthen their technology foundation ("Grant"). In 2026, Apex is expanding this initiative to award Grants to ten (10) Applicants (as hereafter defined) a Microsoft 365 Assessment.

Subject to the terms and conditions set in this document (these "Terms and Conditions"), the organizations that ultimately receive the Apex Digital Empowerment Grant (the "Winners" or "Recipients") will receive from Apex and/or its affiliates, services and solutions valued at up to \$10,000 (the "Grant" or "Prize" or "Award").

The Grant will be awarded to up to ten (10) 501(c)(3) nonprofit organizations. 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").

### **Who is eligible to apply for this contest?**

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

#### General Organization Requirements:

- Must be a nonprofit organization organized and operating within the United States, with a principal place of business in any U.S. state or the District of Columbia, and actively serving communities within its operating region.
- Must be a 501(c)3 in good standing with the Internal Revenue Service. Applicants will be required to upload a copy of their IRS designation letter, 990 form, W-9, financial statements, and any required charitable solicitation registration or licenses applicable to the jurisdictions in which Applicant operates.
- 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 actively utilizing Microsoft 365 (with the appropriate licensing)

#### **How will applications be judged?**

The scoring rubric along with other grant resources are available at [apexdigital.com/grant](https://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](mailto: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(s) will each receive from Apex a Microsoft 365 Assessment valued at up to Ten Thousand Dollars (\$10,000). Apex will perform, or cause to be performed, a Microsoft 365 Assessment, provided that Apex makes no representations or warranties of any kind or nature as to its findings, Microsoft 365, or any applications related thereto. 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.

The Prize is a service-based grant, meaning that the Recipient(s) will receive up to \$10,000 worth of services to support and complete the Microsoft 365 Assessment. The Recipient(s) will receive written notification from the Apex Digital Solutions team of their selection to be awarded the Prize. Apex will present Recipient(s) 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(s) 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 before March 31, 2027. Unless otherwise agreed to by Apex in writing, the Prize will become null and void from and after March 31, 2027.

## 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 should complete the Eligibility Screening at [apexdigital.com/grant](https://apexdigital.com/grant). Organizations that meet the initial criteria may, but are not entitled to, receive from Apex an invitation via email with a link to submit the full application.

The grant application process includes 3 steps:

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

### TIMELINE:

- Application Opens: April 1, 2026
- Application Closes: December 1, 2026

### Frequently Asked Questions:

**1. If our 2025 audit is still in progress, can we upload 2024 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, 2027.

### Points of Contact for Further Questions

For more information on this grant opportunity, please visit: [apexdigital.com/grant](https://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](mailto:grant@apexdigital.com)

**Miscellaneous.**

**Not a Lottery.** For avoidance of doubt, this Contest is neither a sweepstakes nor 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(s). 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(s).

**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(s). Apex remains a wholly and completely independent entity from Applicant(s) and Recipient(s). None of Apex, Applicant(s), or Recipient(s) 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(s), and in no way obligates Apex to provide future services of any kind or nature to Applicant(s) or Recipient(s).

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