



1118 E. Missouri Ave., Suite A Phoenix, AZ 85014
(602) 272-0421 x505 Fax: (623) 846-7208 Email: foundation@jflong.com

In order for us to start processing your grant request:

- Fill out the attached Questionnaire form **completely**
- **All organizations** must attach a **501(c)(3) tax status determination letter from the IRS** for each request made (even if you have provided a 501(c)(3) within the last two years).
- It is always helpful to add a budget for the particular program / event for which you are requesting funds.
- **If we have not granted funds in the past two years, and / or groups requesting funds in the amount of \$1,000.00 or more, must:**
 - ✓ Provide financial reports/statements for past and current fiscal year. (balance sheets are acceptable)
 - ✓ Provide a list of past donors going back no more than two years.

Fax, or Email all of the information back to us at your earliest convenience.
Any information not provided may determine your status as unacceptable.

Again, we thank you for your interest in the John F. Long Foundation. Any questions should be directed to the Foundation by E-mail at valerie@jflong.com or by phone at (602) 272-0421 x 505.

Please note that all requests are on a pending status until reviewed by the John F. Long Foundation Board.



GUIDELINES

John F. Long Foundation, Inc. Mission:

A non-profit, charitable, Private Foundation established in 1959 by the Long family to support local charities, schools, education events and general community needs.

While there are guidelines to the Mission Statement, the Foundation Board reserves the right to adjust these from time to time.

Application Guidelines

Due to the large volume of requests, the Foundation is unable to respond positively to every grant request we receive. Grant requests which are not consistent with our mission will not receive funding.

Review the eligibility criteria to determine if your grant request is eligible for consideration. If your organization does not meet the following Eligibility Requirements, your application can not be approved.

Eligibility Criteria

The Foundation will review applications from organizations that meet the following requirements:

- Your organization must be tax exempt, with 501(c)(3) status as determined by the Internal Revenue Service Tax Code
- Your organization's purpose must be consistent with the mission of the Foundation
- The grant request must be precise and complete, providing necessary detail
- The Foundation Questionnaire is to be completed in its entirety
- The grant request amount and time frame must be clearly communicated, i.e. one-time grant, ongoing support, or special project
- *Amounts of \$1,000.00 or more, or any group not previously funded by the Foundation, must:*
 - ✓ Provide financial reports/statements for past and current fiscal year
 - ✓ Provide a list of past donors going back no more than two years

Selection Criteria

The Foundation looks for groups who are working to help themselves, help their own communities, and help others like themselves through self-empowering, community organizing efforts. Our approach to grant requests focuses on fostering local neighborhood vitality and excellence. The John F. Long Foundation supports local non-profit organizations that promote this objective. To be eligible for consideration, the grant request must meet the following criteria:

- Funds' use must have measurable benefits
- Your organization must have good management, a solid financial background, well-established administration policies and Board of Directors

NOTE: We do not provide loans, start-up expenses or seed capital funding for private businesses or scholarships requested by individuals

If a grant proposal does not match the priorities outlined here, we suggest grant seekers identify other potential sources of funding.



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GRANT REQUEST QUESTIONNAIRE

*****Complete this form to be considered for donations*****

Date of Request: _____ Organization Name: _____
Organization Address: _____ City: _____ State: _____ Zip: _____
Function(s) of Organization: _____

Date Organization Formed: _____ Geographic Service Area: _____
Chief Executive Officer: _____ Executive Director: _____
Contact Person: _____ Title: _____

Phone #: _____ Fax #: _____ Email address: _____

Briefly describe the purpose of your Grant Request:

- ✓ Member of the Better Business Bureau? Yes, since _____ (Year) No
- ✓ Amount of Request: \$ _____
- ✓ Copy of 501(c)(3) Tax Status Determination Letter from the IRS is attached: Yes
- ✓ Financial Reports for current and past year is attached: Yes
- ✓ Past Donors List, going back no more than two years is attached: Yes
- ✓ My organization would like to have a link from your website to ours:
Yes, please. Use this website address: _____