



## 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
- ✓ *Provide financial reports/statements for past and current fiscal year (P/L and Balance sheets preferred)*
- ✓ *Provide a list of past donors going back no more than two years (summary of top donors is acceptable)*
- ✓ *Provide a copy of the 501(c)(3) tax determination letter from the IRS*
- ✓ *Provide the completed Foundation Questionnaire*

### 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
- 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.***



1118 E Missouri Avenue, Suite A Phoenix, AZ 85014  
602-272-0421 x506 foundation@jflong.com

Thank you for your interest in the John F Long Foundation.

Charitable organizations are eligible to submit requests/receive grants once during our fiscal year (5/1 – 4/30).

***In order for us to start processing your grant request:***

- ✓ Fill out the John F Long Foundation Questionnaire form **completely**, including summarized, but detailed information as to how you would use the grant funds.
- ✓ **All organizations** must attach an IRS 501(c)(3) tax determination letter for *each* request made.
- ✓ *Must* provide financial reports/statements for the **current and past** fiscal year – Profit/Loss and Balance sheets preferred
- ✓ *Must* provide a list of past donors going back no more than two years. This list may be summarized with your top donors.

***Email all of the information back to us at your earliest convenience. Any information not provided may determine your status as unacceptable.*** Should you have any questions, please contact the Foundation by E-mail at [foundation@jflong.com](mailto:foundation@jflong.com) or by phone at (602) 272-0421 x506.

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

Thank you for your interest in the John F Long Foundation.



Phone: 602.272.0421 x506 Email: [foundation@jflong.com](mailto:foundation@jflong.com)

**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 #: 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: