



*John F. Long*

F O U N D A T I O N

5035 W. Camelback Road Phoenix, AZ 85031-1331  
(602) 272-0421 x506 Fax: (623) 846-7208

**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.
  - ✓ Provide a list of past donors going back no more than two years.

*Fax, or mail 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 [foundation@jflong.com](mailto:foundation@jflong.com) or by phone at (602) 272-0421 x 506.

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

*John F. Long*  
F O U N D A T I O N  
G U I D E L I N E S

**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 exceeding \$1,000.00, 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
- 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.*

*John F. Long*

F O U N D A T I O N

Phone: 602-272-0421 x506 FAX: 623-846-7208 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 #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email address: \_\_\_\_\_

Briefly describe the purpose of your Grant Request:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

- ✓ 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 are attached: \_\_\_ Yes
- ✓ Past Donor 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: \_\_\_\_\_