



NEELY FOUNDATION

325 South Higley Road
Suite 110
Gilbert, Arizona 85296
T 480.917.0767
F 480.941.1601

Thank you for your interest in applying for a grant from the Otto & Edna Neely Foundation. In order to provide our Directors with relevant information concerning your request, **please supplement the completed grant application with all of the following:**

- 1 Copy of Internal Revenue Service exemption letter which states your name
- 2 Description of the program for which these funds are being requested
- 3 Evidence supporting why this specific amount is being requested
- 4 Total amount being requested from all potential donors for this program
- 5 Mission of the organization
- 6 Listing of all other organizations under common ownership/control in Arizona and other states (including national organizations)
- 7 Listing of local Board of Directors
- 8 Financial statements (Balance Sheet and Income Statement) for current year-to-date and last fiscal year (comprised of 12 months - preferably audited)
- 9 Listing on Annual Compensation, Fringe and Retirement benefits paid in previous fiscal year for each of the five highest paid officers/employees/independent contractors
- 10 Listing of sources and amounts of annual revenue for the previous two fiscal years
- 11 Operating budget for current fiscal year
- 12 Other relevant data that evidences your need for this grant (include only data that is pertinent to this specific request)

Only packages containing each of the items requested will be considered. Please prepare six (6) identical copies. Your package will be distributed to the Directors in the monthly meeting following the date of receipt and action will normally be taken in the subsequent month.

Please call the Neely Foundation if you should have any questions.



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Grant Application

Name of Organization

Tax Identification Number

Contact Person

Address

City

Zip

Telephone

Email

Amount of grant requested

Date grant is needed

Please state the purpose of this grant

Who would this grant benefit?

Please provide a brief description/history of your organization

Is this an exempt organization? Yes No If so, please provide a copy of the Internal Revenue Service exemption letter.

NOTE The policy of the Foundation is to approve only one-time grants.
A new application must be submitted each time a grant is requested.