



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 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 of 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)
13. Do not use notebooks, fancy folders, or other binders in submitting your application
14. Do not staple individual sections of the application.

Only packages containing each of the items requested will be considered. Please prepare eight (8) 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 should you have any questions.

**Grant Application**

Name of Organization

Tax Identification Number

Contact Person

Street Address

City, State Zip Code

Phone

Email

Amount of grant request

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.

