

Johnson Controls Guidelines

Application Instructions

Except for the Education & Arts Matching Gift Program, there is no formal application procedure. The Foundation operates on a calendar year. Proposals, preferably in concise letter form, are accepted and reviewed throughout the year. In order to permit evaluation of proposals, notification of final action may take up to 120 days. Commitments for funds are not made verbally, and personal visits and phone calls to the Foundation are not encouraged. Contributions are generally made bi-annually. Requests must be in writing, and should include the following information:

Statement regarding tax exempt status under Section 501(c)3 of the Internal Revenue Code.

Description of the structure, purpose, history, and programs of the organization, with a list of its current officers and governing board members, including their outside affiliations.

Summary of the need for support and how it will be used.

Geographic areas served by the organization.

Current income and expense budget information for the organization and copy of most recent audited financial statement.

Statement regarding other sources of income from corporations and foundations, community support and involvement.

Grants are not automatically renewed. Recipients asking for renewed support should submit a request approximately three months prior to the anniversary of their previous grant. This request should include the most recent financial statement, current year's operating budget, updated board of directors list, and summary of how the previous year's grant was used.

The Foundation will be sensitive to changes in community issues and attitudes, and within the limits of its resources, will address the needs which arise from the emergency of new and different social issues, so that there is a balance between innovation and maintenance of ongoing programs.

This statement of policy sets forth the current views of the Foundation with respect to the best use of its assets. It may be revoked or amended in any respect for any reason by the Advisory Board of the Foundation and there can be no assurance that it necessarily represents future policies or activities of the Foundation.

JOHNSON CONTROLS FOUNDATION

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