
LILLY TIPPECANOE LABORATORIES COMMUNITY CONTRIBUTION GUIDELINES

- **Requesters must have a 501(c)(3) status (not-for-profit) and must provide a copy of the IRS status letter to Lilly. In addition, requesters will be required to provide Lilly with a Federal ID number via the IRS form W-9 (Request for Taxpayer Identification Number and Certification) each year a contribution is given. A blank W-9 form can be obtained and completed at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.**
- Capital project requests will be considered under separate guidelines. Contact Public Affairs at (765) 477-4228.
- Donations must fall within one of the following categories: Civic and Cultural, Education and Youth, Environmental, Health, and Social Services.
- Contributions typically go to programs within Tippecanoe County. Will look at mission, numbers impacted, program duplication and organization credibility. Funding will be given to organizations that have an established track record and can show the value of the service/program that they provide. Contributions will be considered for programs that impact large numbers of groups and not single individuals.
- Education contributions typically go to programs within Tippecanoe County and are focused on math, science, and technology. Extracurricular school events such as sports, clubs or musical organizations (choirs, bands, etc.) are not eligible for funding. Many educational requests are referred to the Partners In Education Grant program. Contact Public Affairs at (765) 477-4228.
- Parks and recreation contributions typically go to summer recreation programs. We do not sponsor individual teams or competitive leagues; recreational only.
- Purdue University requests are limited to Education/Health and will be considered on a case-by-case basis. Purdue student groups fundraising for other organizations are not eligible for funding.
- Lilly does not fund individuals, trips, travel, fraternal orders or specific religious institutions.
- Lilly does not typically pay more than one contribution per calendar year to any one organization.
- Lilly strives to support organizations that have Lilly employee involvement and/or serve employee communities.

HOW TO APPLY

You can be assured that your request will receive a fair review. In return, please take the time to consider how your program or project fits within the guidelines before a request is submitted.

Organizations who feel they meet the guidelines are encouraged to complete and submit a Contribution Questionnaire. Questionnaires must be completed and mailed to:

Public Affairs
Lilly Tippecanoe Laboratories
1650 Lilly Road
Lafayette, IN 47909-9201

Requests are reviewed on a quarterly basis and must be submitted by the following dates for consideration at the next possible meeting:

December 12 • March 12 • June 12 • September 12

LILLY TIPPECANOE LABORATORIES COMMUNITY CONTRIBUTION QUESTIONNAIRE

Date:

Please feel free to enclose a cover letter and any relevant pre-printed materials.

TAX INFORMATION

1. Is the organization a 501(c)(3) as determined by the IRS public charity determination as described in section 170(b)(1)(A) or section 509(a)(1), (2), or (3) in the Internal Revenue Code?
(circle) Yes No
If yes, please attach a copy of your organizations' IRS 501(c)(3) letter and completed W9 form (<http://www.irs.gov/pub/irs-pdf/fw9.pdf>). *If not, there is no need to continue with this questionnaire. Your organization will not be eligible for funding.*
2. Federal Tax ID:
3. Tax Status:

ORGANIZATION INFORMATION

1. Organization Name:
2. Street Address:
3. City:
4. State:
5. Zip Code:
6. Phone Number(s):
7. Fax Phone:
8. E-Mail:
9. Organization's Web Address:
10. Organization's total annual budget (if known):
11. Organization's background / mission statement:
12. Organization type (e.g., health care, human service, civic, cultural, youth, education, etc.):

KEY CONTACT INFORMATION

1. Name of key contact:
2. Title of key contact:
3. Phone number(s):

4. Fax:
5. E-Mail:

CONTRIBUTION REQUEST INFORMATION

1. Program or project title:
2. Program or project description:
3. Program or project total budget (if known):
4. Amount your are requesting from Lilly Tippecanoe Laboratories:
5. Will you be receiving funding from any other sources?
6. If so, who and how much for this request?
7. What is your targeted fund raising goal?
8. Are you offering sponsorship levels? If so, please explain.
9. Program or project start date and time:
10. Program or project end date and time:
11. Program or project location:
12. Describe geographical area served by the program or project:
13. Program area (health care, human service, education, etc.):
14. What is the number of people who will be impacted by funding for this purpose?
15. What is the number of people your organization impacts overall each year?
16. Describe the population served by the program or project (e.g., individuals with a specific disease, financially disadvantaged, etc.):
17. What type of support are you providing? (e.g., program, capital investment, etc.)

OTHER INFORMATION

1. Are you a United Way organization?
2. Are you affiliated with any other parent organization? If so, who?
3. Is there an event associated with this request? If so, what is the event?
4. If so, what percentage of total revenues will go to the organization?
5. What is the date/time/location of the event?
6. Do you have an advertising campaign planned? If so, please explain.
7. Are there any volunteer opportunities within your organization? If so, please explain.
8. Are there any potential non-monetary support opportunities associated with this request? If so, please explain.
9. If Lilly Tippecanoe Laboratories supports your request, how will you measure its effectiveness?

10. If Lilly Tippecanoe Laboratories supports your request, how will you follow-up with us regarding your results?

11. How do you recognize contributors?

DATA COLLECTION AND RESEARCH

The questions in this section are for data collection and research only. This information is not subject to review during consideration of this contribution request.

1. Is your program or project a diversity initiative?
2. What gender(s) are served by this program or project?
3. What ethnicities will be served by this program or project?