

**POTTS AND SIBLEY FOUNDATION
REQUEST FOR FUNDS AFFIDAVIT**

To be filled in by an organization which wishes a grant from the Potts and Sibley Foundation, sworn to by its chief executive officer and sent to the Foundation at **Box 8907, Midland, TX 79708?**)

STATEMENT OF POLICY

The Potts and Sibley Foundation considers all applications for qualified charitable grants. It is the Foundation's policy, however, in the awarding of grants to give reference to qualified applicants serving the needs of the area that the Grants Committee members can readily monitor in Texas. If the applicant itself is a Private Foundation as defined in the Internal Revenue Code, or if it is presumed to be a Private Foundation under that law, then, generally, the Potts and Sibley Foundation must presume that the applicant is a Private Foundation unless it shows it is not such a foundation. It is the policy of the Potts and Sibley Foundation to conduct its affairs in a way as to not violate any of the provisions of the Internal Revenue Code, and to avoid incurring any of the penalty taxes imposed thereunder. Therefore, the Potts and Sibley Foundation will rely on representations set out in this Affidavit in determining that the applicant is not such an organization in making any grant. The applicant's acceptance of any grant made by the Potts and Sibley Foundation obliges it to in the future in every way required by the Internal Revenue Code to cooperate to remedy any condition which causes any grant to become subject to the penalty taxes imposed by any provision of the Internal Revenue Code.

AFFIDAVIT

BEFORE ME, the undersigned authority, on this day personally appeared the affiant, well known to me, who, being duly sworn, upon his oath, deposed and said:

1. IDENTIFICATION OF ORGANIZATION:

- A. Name and Address: _____
- B. Taxpayer Identification Number: _____
- C. Telephone Number: _____
- D. Salaried Executive (person to contact): _____
- E. Accountant and Attorney: _____
- F. Attach list of Officers, Directors and Affiliations.

2. REQUEST FOR FUNDS:

- A. Attach concise statement of purpose for which funds are to be used.
- B. Attach concise statement of period of time in which funds will be spent.
- C. Attach concise statement of possibility of recurring need for funds.
- D. Amount requested of Potts and Sibley Foundation: \$ _____

3. BACKGROUND:

- A. Attach concise statement of history of organization.
- B. Attach concise statement of contributions (in money and/or time) of Directors.
- C. Attach concise statement of objectives of organization, including:
 - (1) The services the organization performs.
 - (2) The geographic area served.
 - (3) The other organizations in the area which offer the same or similar services.
- D. How many people will benefit from requested funds? _____

4. FINANCIAL AND STATISTICAL:

- A. Attach copies of your notifications from the Internal Revenue Service that:
 - (1) Recognize your exemption and non-profit status.
 - (2) Determine that you are not a Private Foundation.
- B. Attach a copy of your last Form 990 filed with the Internal Revenue Service.
- C. Attach copies of the following documents concerning your organization.
 - (1) Last annual Financial Report.
 - (2) Proposed annual Budget.
 - (3) List of names and salary schedule of employees.
 - (4) Resolution of your governing body authorizing this request (certified by the appropriate officer).
- D. Date of last IRS examination of your organization (if none so state) _____
- E. Attach concise statement of results of last IRS examination.

5. I am aware of the Internal Revenue Code provisions pertaining to Private Foundations.

6. I (do) (do not) consider the affiant organization to be a "Private Foundation" as defined in the Internal Revenue Code. **[STRIKE OUT INAPPLICABLE PORTION]**

7. The affiant organization has no reason to believe that its tax exempt status or its exemption from Private Foundation status has been terminated, revoked or adversely affected by any act of the Internal Revenue Service, the Attorney General of the applicable state(s), or the affiant organization itself.

By: _____

Title: _____

AFFIANT ORGANIZATION

THE STATE of TEXAS

COUNTY of _____

SUBSCRIBED AND SWORN TO before me by the said _____

Who is the _____ of the affiant organization, this _____ day of

_____, 19 _____.

Notary Public in and for the State of Texas