

## **Guidelines and Checklist for Applying for Sponsorships or Donations from Naden/Lean, LLC**

Because of our extensive work auditing not for profit organizations and our employee involvement on boards and in the community, we are often asked to support these organizations monetarily. In order to help us process these requests, we have implemented a diligence process that must be followed in order for us to be able to consider the appeal. Please review the information below. If you have any questions about the required documentation, please contact our marketing department at [arose@nlgroup.com](mailto:arose@nlgroup.com).

### Items Required

1. Mission, vision and goals of not for profit organization.
2. All available sponsorship or donation levels.
3. List of other committed sponsors/donors.
4. List of prior year sponsors/donors.
5. List of current board members.
6. Current operating budget.
7. Event budget.
8. Proof of non-profit status.

Organizations that we currently support include: special needs, education, breast cancer, arts, equine and community development.