



Community Grants Program
Fiscal Year 2011

APPLICANT INFORMATION SHEET

Applicant: _____
Address: _____ City/State/ZIP: _____
Contact/title: _____
Phone number: _____
E-mail address: _____
Fax: _____
Date of application: _____

SUPPORT INFORMATION

In the space below, provide a short summary sentence that describes how these dollars will be used, as well as the amount of your request.

NARRATIVE

Using the following questions as a guide, briefly describe how these funds will be utilized by your organization. Please keep your responses brief and limit narrative to no more than **two** attached pages.

- 1) Describe in detail how these funds will help your nonprofit organization to accomplish its mission as it relates to housing concerns (include any pertinent timelines, locations, goals and central partnerships).
- 2) If applicable, describe how the usage of these funds will address a unique housing need.
- 3) Clearly identify your target audience(s) and why they are important to your organization, particularly as they are affected by this funding.
- 4) Explain how you will ultimately track and evaluate the effectiveness of this funding.
- 5) Budgets: 1) Include the specific project budget for the subject of your application; and 2) Include an overall organizational budget that includes other sources of revenue for your organization.
- 6) Include any other select information or attachments that would help the Housing Opportunity Foundation to understand your utilization of these funds.

HOUSING OPPORTUNITY FOUNDATION

VISION Realtors® affecting a better quality of life in the region

MISSION Promote homeownership, provide funding to create housing opportunities, and position and education Realtors® as leaders.

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Community Grants Program Instructions

Purpose

The purpose of the Housing Opportunity Foundation's Community Grants Program is to provide monetary support to area nonprofit organizations within the scope of the areas served by the Charlotte Regional Realtor® Association (primarily Mecklenburg and Iredell counties). Only applications for requests that address unmet housing needs will be considered for funding.

Support amount

The 2011 fiscal year signifies the third year for the Community Grants Program. Typically, grant amounts are up to \$2,500 (pending availability of funds). Support is considered restricted and cannot be used for operational or capital expenses; it is requested that exact usage be detailed in the attached narrative.

Application details

For the 2011 fiscal year, the support will be distributed in the third quarter by Sept. 30, 2011; the funding must be utilized by Dec. 31, 2011. Only organizations established and operating in Mecklenburg and Iredell counties are eligible. Please note that Habitat for Humanity organizations are not eligible for funding through this program. **All applications must be accompanied by a letter of recommendation by an active Realtor® member of the association; the member must be in good standing at the time of application.**

Submission deadline

To formalize accounting processes and procedures, each applying organization is asked to submit brief documentation as part of the application process. As such, deadlines are as follows:

Submission deadline June 1, 2011	Checks distributed by Sept. 30, 2011
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Reporting

The foundation, as the recognized charitable arm of the association, reserves the right to request additional year-end reports to certify that the funds were dispersed as proposed. This is important in providing assurance that the funds served the organizational mission as stated.

Submission checklist

- _____ Applying organization information sheet
- _____ Completed narrative
- _____ Certification of tax-exempt status
- _____ Realtor® recommendation letter

E-mail, mail or fax completed applications to:

Terri Marshall, foundation executive director
1201 Greenwood Cliff, Ste. 200
Charlotte, NC 28204

terri.marshall@carolinahome.com
704-940-3148 (phone)
704-338-9401 (fax)