



OREGON REALTORS® HOME FOUNDATION GRANT APPLICATION FORMAT

- I. **Cover Letter** (see attached)
- II. **Narrative** (Preferred length should not exceed two pages.)
 - A. Mission statement or brief statement of organization's goals and/or objectives.
 - B. Brief summary of organization's history.
 - C. Description of current programs, activities and accomplishments.
- III. **Purpose of Grant** (Please include the following information.)
 - A. A concise project description in narrative form. The narrative should include the goals, project scope, and the proposed use of the requested funds. Also include type site specific, e.g., new construction, rental, single-family, multi-family, group home, elderly, rehabilitation, family, home ownership or not site specific.
 - B. Statement of need/problem to be addressed and include the number served, target population and how they will benefit.
 - C. Description of program goals and measurable objectives.
 - D. Description of programs and activities to accomplish these goals, e.g. Is this a new or ongoing activity on the part of the sponsoring organization?
 - E. Other organizations, if any, participating in the program, including in-kind involvement.
 - F. Long-term sources/strategies for funding the program at the end of the grant period.
 - G. Estimated start and completion dates of the project.
 - H. Will any services other than housing be provided to the persons served under this project?

IV. **Evaluation**

- A. Expected results during the funding period.
- B. How will you define and measure success?
- C. How will the project's results be used and/or disseminated?

V. **Attachments**

- 1. Board of Directors Roster
- 2. Occupation and/or community affiliations.
- 3. Board resolution which authorizes the grant application or two signatures below.
- 4. List of the names and qualifications of key staff.
- 5. Most recent profit and loss and balance sheet, certified to be true and accurate.
- 6. Current agency budget.
- 7. Annual report (if available).
- 8. Project budget.
- 9. IRS determination letter confirming 501(c)(3) status.
- 10. Articles of Incorporation.
- 11. Location map of the site.
- 12. List of major contributors to the organization/program (optional).

The information represented herein, and the attachments are true and accurate to the best of my knowledge. I understand that the Oregon REALTORS® HOME Foundation Board of Directors may review any documents or instruments relating to the prudent analysis of the application and may conduct site inspections.

Applicant – Printed Business Name

Signed By

Title

Local REALTOR® Board President

Local REALTOR® Board Executive Officer

Date

Date