

**REALTOR® Foundation of Iowa
Fund Application**

Date: _____

Name of Organization: _____

Contact Name: _____

Phone: _____ email: _____

Amount Requested: \$ _____

Note: Please fill out this form completely. "Not Applicable" ("N/A") should be noted if a question does not pertain to the project for which funds are requested.

APPLICANT IDENTIFICATION

1. Applicant Name _____

Mailing Address _____

Contact Person _____ Title _____

Phone _____ email _____

Area Served _____

2. Check the phrase that best describes the applicant.

____ Housing Authority
____ 501C3 ____ Education
____ Political Subdivision ____ Other (please specify) _____

3. Briefly describe the project, population served and other factors you consider makes this funding worthy.

REALTOR® Foundation of Iowa 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 description in narrative form, include the goals, project scope, and the proposed use of the requested funds.
- 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, i.e. 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 or matching funds.
- 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 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?
- D. Publicity or recognition?

V. ATTACHMENTS

- A. Board of Directors information
 - 1. Names, occupation and/or community affiliations, other.
 - 2. Board resolution which authorizes the grant application *or* two signatures on application
- B. List of the names and qualifications of key staff
- C. Most recent financial statements (audited if available)
- D. Current agency budget
- E. Annual report (if available)
- F. Statement of Purpose – Iowa Secretary of State Corporate filing.

V. ATTACHMENTS (continued)

- F. Project budget
- G. IRS determination letter confirming 501C3 status
- H. Articles of Incorporation
- I. Location map of the site
- J. List of major contributors to the organization/program
- K. Affiliation with any national groups

The information represented herein and the attachments are true and accurate to the best of my knowledge. I understand that the REALTOR® Foundation of Iowa may review any documents or instruments relating to the prudent analysis of the application and may conduct site inspections. There is no promise whatsoever that any funds will be allowed to any organization. Applications must be received by the August first deadline.

Applicant

Signed By

Title

Board President (if a board resolution is not included)

Date

GUIDELINES for NONPROFIT ORGANIZATIONS
SEEKING REALTOR® *Foundation of Iowa* FUNDS

The Iowa Association of REALTORS® established the REALTOR® Foundation of Iowa – REALTORS® Helping Iowans in Need.

The REALTOR® Foundation of Iowa is a nonprofit corporation organized for the express, exclusive purposes of facilitating and increasing housing opportunities in Iowa by promoting the availability of affordable, adequate, safe and decent housing; supporting education and research in housing issues, problems, opportunities and engaging in activities intended to enhance Iowa citizens' ability to secure housing.

WHO MAY APPLY

Only qualified applicants may apply for funding. Qualified applicants include organizations that have received a determination letter from the Internal Revenue Service qualifying the organization under Section 501(c)3 of the Federal Tax Code. In addition, an applicant may be an educational organization, governmental agency, housing authority or other entity that conducts activities consistent with the purposes of the grant program.

Upon approval of funding, the applicant will be required to sign a Grant Contract in order to ensure that the funds are used in accordance with the approved application.

REGULATORY RESTRICTIONS ON FUNDING

The Board of Directors of REALTOR® Foundation of Iowa may screen all applications for funds to ensure compliance with guidelines established by the Internal Revenue Service. Additionally, any programs that are funded through REALTOR® Foundation of Iowa should be in compliance with Internal Revenue Service guidelines for tax-exempt organizations.