



MVAR

MID-VALLEY ASSOCIATION OF REALTORS®

COMMUNITY FOUNDATION

PO Box 4114 | Salem, OR 97302 | 503-540-0081

GRANT APPLICATION GUIDELINES

Please read these instructions carefully. Applications should be *as brief as appropriate* to present necessary facts about the applicant and the project for which the grant is being sought.

Applications should include:

1. Your contact information.
2. A narrative proposal describing the applicant organization and the project for which funds are being sought, including a description of the persons or groups to be served. The narrative should include the number of people served during a one-year period.
3. A detailed budget for the proposed project, the grant amount sought from the Foundation, and the date the funds will be needed.
4. An account of the applicant's financial status including the applicant's financial statements from the last fiscal year and current year to date. This should include a balance sheet or statement of financial condition.
5. The names and primary affiliations of the applicant's current Directors or Trustees.
6. A copy of the applicant's most recent determination letter from the Internal Revenue Service reflecting the applicant's tax exemption under Section 501(c)(3) of the Internal Revenue Code. If the name of the applicant is different from that shown in the Internal Revenue Service letter, the discrepancy must be satisfactorily explained, or satisfactory documentation must be provided to explain the applicant's connection with the name on the tax exemption letter.
7. A list of the other contributors to date for the project and the amounts received from each. If none, please so indicate.
8. A list of the other sources being approached for the project and the amounts requested from each. (If none, please so indicate.)

APPLICATION FORM

Submit your grant application materials by email to Info@midvalleyassn.realtor in PDF format.

APPLICATION DEADLINE

The Community Fund Board of Directors review applications quarterly in March, June, September, and December. Applications must be submitted by the first Friday of that month to be considered at that month's meeting.

Organization Name: _____

Name of Contact Person _____ Title _____

Address _____

City _____ Zip _____

Phone _____ Fax _____

E-mail _____ Amount Requested \$ _____

How long has your organization been in existence? _____ Describe the purpose of your organization

What is the purpose of your request?

Who or what will benefit from this program

What percentage does the recipient actually receive? _____

Why is this request important to your organization? _____

What percentage of your budget is funded by:

_____ Federal Government _____ State Government _____ City
_____ Corporations _____ County _____ Endowment
_____ Foundations _____ Private Donations _____ United Way

_____ Other (please explain) _____

What percentage of the organization's funds is allocated to administrative costs? _____

In what geographic area will the grant funds be allocated? _____

Is this part of a matching fund program? If yes, please explain.

Submitted by: _____ Date _____

Name & Title _____

Please attach a cover letter to your application signed by your Executive Director or other responsible party.