

**GRANT APPLICATION
SAINT PAUL AREA ASSOCIATION OF REALTORS® CHARITABLE FOUNDATION**



The Saint Paul Area Association of REALTORS® (SPAAR) has a Charitable Foundation set up to designate funds to qualifying internal and external groups as chosen through an application process. An applicant's request will be considered based on the criteria that it includes one or more components from SPAAR's four primary areas of focus intended to create Better Agents and Better Communities:

- Advocacy
- Community Engagement
- Professional Development
- Communication

The Foundation will base its decision on the above factors and its mission to improve the quality of life within the communities where our members live and work.

Applications must be received by: **Friday, May 10th 2019.**

Completed applications should be submitted to: **RealtorsCharitableFoundation@spaar.com.**

Organization Information

Name

Legal name, if different

Address

City, State, Zip

Employer Identification Number (EIN)

Name of contact person regarding this application

Title

Phone

E-mail

Proposal Information

Please give a narrative summary of request:

Funds are being requested for (narrative).

Project dates (if applicable): _____

Fiscal year end: _____

GRANT APPLICATION (continued)



Budget

Dollar amount requested: \$ _____
Would you accept a different amount (if yes, note an amount): \$ _____
Total annual organization budget: \$ _____
Total project budget (for support other than general operating): \$ _____

ATTACHMENT CHECKLIST

Please include the following with your application:

- Finances
 - Committee budget for current year, including income and expenses.
 - Project budget, including income and expenses (if not a general operating proposal).
 - Additional funders. List names of corporations and foundations from which you are requesting funds, with dollar amounts, indicating which sources are committed or pending.
- Cover letter
- Organization budget
- Project budget
- Financial statements, preferably audited, showing actual expenses including:
 - Balance sheet
 - Statement of activities (income and expenses)
 - Statement of functional expenses
- List of additional funders
- List of board members and their affiliations
- Brief description of key staff
- IRS determination letter