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THE REALTOR® FOUNDATION

Contact Person:

Address:

Phone: **Fax:**

E-mail:

Web Site Address:

I. SUMMARY PAGE

Applicant Organization Name:

Years in Existence:

Primary homeless population served:

Geographic area or county(ies) served. If you serve more than one county in the MIBOR service area, please indicate the breakdown of your service to each:

Project/Program Name:

Type of Project: New ○ **Existing** ○ **Multi-year or single-year?**

Project/Program Budget: $

Total Organizational Budget: $

Requested Amount: $

How many individuals/families will be impacted by this specific project?

PROJECT REVENUE

PROPOSED PROJECT FUNDING SECURED	**$**
Source Names (indicate percentage of total):	% % %
PROPOSED PROJECT FUNDING PENDING	**$**

II. NARRATIVE

YOUR ORGANIZATION

(Two page limit)

1) Organization Summary. Briefly describe the history (including year begun) and mission of your organization.

2) Describe your organization's short-term goals and identify any specific timetables you have established. What is the need you are fulfilling?

3) Explain the type of services you provide and prioritize them. Please include the length of time the services are extended to your clients.

4) What are the biggest barriers your clients may experience to receiving the services you provide?

5) Marion County organizations only: Describe briefly how your project fits into the Blueprint to End Homelessness.

ORGANIZATIONAL BUDGET INFORMATION

TOTAL ORG EXPENSES	**$**
% for administrative costs (incl. salaries)	**%**
% for program costs	**%**
TOTAL ORG REVENUE	**$**

HUMAN RESOURCES

Number of paid staff, both full and part time:

Number of regular volunteers:

BOARD OF DIRECTORS

Please attach a one-page document listing the members of your Board of Directors with only the following information:

Director Name Employer Years of Service

What percentage of your Board of Directors contributes financially to your organization?

What percentage of your Board of Directors volunteers with your organization?

THE PROJECT
(Three page limit)

Project Name: _____

Type: ☐ **New project (A)** ☐ **Existing project (B)**

Please check only one:
☐ **Program support** ☐ **Operating Costs** ☐ **Capital Funds**

1) Describe the proposed project. (Project focus, summary and timeline) If you are requesting operating costs, only provide information different from that already provided in the Organization section.

2) Demonstrated need for this project. Be specific to your organization and population served:

3) Population to be served (women, children, men, families). Also include # served annually:

4) Total funding needed per year for this project:

5) Have you secured funding from other organizations to assist in completing the project? If so, please describe.

6) Is this a multi-year (ongoing) project, or will it be completed in one year?

7) If multi-year, what sources of funding are available after the first year?

8) Specifically, how will a grant from the REALTOR® Foundation be used?

9) What is the anticipated long-term outcome?

10) How will you measure the project's success after one year of funding?

IF THIS IS AN EXISTING PROJECT, ANSWER THE FOLLOWING ADDITIONAL QUESTIONS:
1) How long has the project been in existence?

2) Are you continuing the program as it currently exists, or are you expanding it?

3) What successes/outcomes have you seen from this project in the past?

4) What has been the program's greatest accomplishment? Cite a personal story if appropriate.

APPLICATION INSTRUCTIONS

RFP Deadline: Friday, July 17, 2009, 4:00 p.m.

If your organization has never applied for a REALTOR® Foundation grant, please attach one copy of the organization's current IRS determination letter of 501(c)(3) status.

This application original and 10 copies (11 total), including your board list, should be delivered to the Foundation office by 4 pm on Friday, July 17, 2009. No applications will be accepted after that date. Copies may be stapled or clipped but not bound.

Your completed RFP may be sent/delivered to:

The REALTOR® Foundation
1912 N. Meridian Street
Indianapolis, IN 46202

If you have questions concerning this proposal, please contact Molly Hahn, Development Coordinator, at 317/956-5255, or via email at mollyhahn@realtorfoundation.com . For more information about the Foundation, visit www.realtorfoundation.org

ABOUT THE FOUNDATION

The REALTOR® Foundation is the charitable arm of the Metropolitan Indianapolis Board of REALTORS® (MIBOR).

Our Mission Statement: *To transition central Indiana individuals from homelessness or inadequate or unsafe housing to permanent solutions that will positively change their lives.*

The Foundation focuses primarily on the transitional housing needs and permanent supportive housing for central Indiana residents who are homeless as a result of, but not limited to, the following situations: **domestic abuse or violence; natural disasters; job loss or other personal tragedies.**

The Foundation will not consider requests from organizations that do not provide a housing component within their core services. Requests may include supportive services for shelter facilities. Requests for operating funds, specific programs, or capital funds are acceptable.

Funding will assist organizations or residents in the MIBOR service area which includes Boone, Brown, Hamilton, Hancock, Hendricks, Johnson, Marion, Montgomery, Morgan and Shelby Counties.

Organizations may seek funding, up to $20,000, for projects that meet the guidelines and mission of the REALTOR® Foundation. The Foundation reserves the right to limit the amount of money awarded or to exceed the grant request if warranted. Due to limited available funding, not all applications may be approved.

Organizations selected to receive funding will be asked to submit an interim and final grant report. Applicants will be notified of the 2010 funding decisions by October 2009. Funding is intended for use during the 2010 calendar year.