



Welcome to the Santa Clara County REALTORS® Foundation Grant Application Process

OUR MISSION STATEMENT

To bring organized real estate together by investing in our neighborhoods with compassion, foresight and action. To unite REALTORS® into making a difference by helping families and revitalizing our communities.

OUR ORGANIZATION

Created in 1990 by REALTOR® members, the Santa Clara County REALTORS® Foundation has contributed many thousands of dollars to a wide variety of local charitable organizations. The Santa Clara County REALTORS® Foundation is a non-profit organization consisting of over 5,000 REALTOR® and Affiliate members. The Foundation is a 501(c) 3 non-profit corporation.

OUR VISION

To create a legacy of giving back to the community by engaging real estate professionals in a context larger than themselves so that our influence will be seen and felt by the families we serve and the communities we support. In doing so, the entire community in which we live and serve is directly enriched by our efforts.



ELIGIBILITY

All grant requests are eligible for consideration and they will be evaluated based on the criteria below:

EVALUATION

Applicants will be evaluated on the following:

- The community need for the expenditure, and the number of people who will be served.
- The impact on the recipient organization.
- The location of community served. Although requests for state, national and international projects may be considered, preference will be given to projects with a more local base.
- The financial soundness and efficiency of the organization.
- Accuracy and completeness of the application.
- The structure of volunteer organization and level of volunteer support.

There will be two request periods:

- **Spring** grant requests are due by **December 31st** of the previous year
- Grants for **Spring** will be awarded before **March 31st**

- **Fall** grant requests are due by **June 30th** of the current year
- Grants for **Fall** will be awarded by **September 30th**

SCCR Foundation Grant Guidelines

1. A Foundation Grant Request form must be completed and sent with the following:
 - a. A cover letter signed by the Executive Director or other responsible party
 - b. The purpose of the grant and how the funds will be used
 - c. A list of the applicant organization's Board of Directors and Executive Staff
 - d. Current P&L and Balance Sheet with year-to-date financial statement
 - e. Annual budget
 - f. A copy of the IRS tax-exempt determination letters
 - g. A copy of two prior year's tax returns with the Federal 990 tax returns
 - h. All awards must comply with SCCR Foundation By-Laws and awarded per 501(c)3 guidelines.
 - i. Grants will **NOT** be awarded for capital improvements, employees' salaries, event funding, membership fees, or to any individual.
 - j. If a grant is awarded, applicant must provide an annual accountability report stating how funds were used and who benefitted from the program

Applicants without the above documentation may be considered at the Foundation's discretion

2. Applicants may make an in-person presentation to the Foundation committee.
3. Foundation committee members may do an on-site visitation to applicants' organization.
4. As a general rule, grants will be capped at \$5,000.00. Grant requests that exceed the \$5,000.00 maximum may be considered for additional funding in the next grant time period.
5. All grant requests that are not awarded, will receive a letter declining their request.
6. **ALL** Grant Requests are to be submitted to:

Grant Review Committee

c/o Alma Moreno

alma@sccaor.com

1651 N. First Street

San Jose, CA 95112

(408) 445-5601



SCCRF Grant Request Form

Date: _____

Organization Name: _____

Name and Title of Contact Person: _____

Address: _____

Phone Number: _____ Fax Number: _____

Email: _____

Website: _____

Please Answer the Following Questions:

1. What is the amount of your request? (please itemize how the funds will be used)

2. How long has your organization been in existence?

3. Describe the purpose / importance of your organization?

4. Describe the purpose of your request. How it impacts the community and the number of people served?

5. What percentage of the donated dollars does the recipient actually receive?

6. Please write in the percentage of your budget that is funded by the following organizations:

Federal Government _____ State Government _____ County _____ City _____

Corporations _____ County Endowment _____ Foundations _____

Private Donations _____ United Way _____ Other _____ (please explain)

7. In what geographic area will the grant funds be allocated?

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

9. Describe the structure of your volunteer organization and level of volunteer support?

10. If applicable, describe how previous Santa Clara County REALTORS® Foundation grants were utilized and their impact on the community?

Submitted by:

Name & Title

Please attach a cover letter signed by the Executive Director or other responsible party to your application and submit to the Grant Review Committee.

On Behalf of All Of Us from the Santa Clara County REALTORS® Foundation!
Have a Blessed Day!

