Application Language
Grants for Home and Outreach Programs

Residential/Community Grant Application

Each calendar year, there are **two application cycles**, one opening on **May 1st** and one opening on **December 1st.**

Grant requests submitted to the **Dayton Realtors Foundation** should conform to the mission of the Foundation:

HOME
Housing
Outreach
Member Support/Benevolence
Education

Applicants will be asked to identify which aspects of **HOME** they will address with the project and explain how they will **meet the mission** with specific narratives and measurables. In addition, progress reports and final reporting **must** use those measurables identified to demonstrate the impact the project achieved.

Organization Information

Organization Name:

Organization EIN:

Organization Mailing Address:

Primary Contact Name:

Phone Number:

Email Address:

Please attatch your Organization's or Fiscal Agent's 501(c)(3) non-profit tax exemption documentation:(Most recently filed IRS Form 990 or equivalent)

Please check if applicable:

☐ Currently not a recognized nonprofit corporation and will be using a third-party non-profit organization to act as the project's fiscal agent.

If using a fiscal agent, please provide the fiscal agent's name: _____

Please check if applicable:

☐ Has the organization received grant funding from the Foundation before?

If so, what year was funding received? What project/initiative was funded?

How did the organization find out about the grant application? _____

Project Information:

1. Grant amount requested? *(maximum award is $5,000)*

2. Name and description of program:

3. The Foundation is committed to serving the communities in which members of the Dayton Realtors Association live, work and volunteer. What is the **intended targeted community** for the program and what will be the impact on the community?

4. Explain how this program **fits with the HOME mission** of the Dayton Realtors Foundation:

5. Program Outcomes and Measurements *(be as specific as possible: numbers served, supplies given out, equipment to be purchased with grant funds, ect.)*:

5. Outline (or Budget) of Program Revenue and Costs:

6. Is the Foundation funding the entire project? If not, list where other funds are coming from along with **the amounts and percentage breakdown** of all project funding:

Reporting:

1. Within six months of funding, the recipient organization **must provide a progress report for the project**. Upon completion of the project, **a final report must be submitted to the Foundation.** Progress and Final Reports can be in narrative form and should include outcomes and measurements.

2. A final report must be submitted **as soon as possible** after projection completion. The final report **must include** how the grant funds were spent, with final measurements and metrics for the project. If the grant funds were not fully expended after project completion, then any unused funds will be returned to the Foundation.

3. **Failure to provide a final report with details and outcomes will result in the applicant being prohibited from applying for future grants.**

Submit Application: Email your completed grant application to grants@daytonrealtorsfoundation.org

Guidelines for Grants and Support

What Types of Projects Does the Foundation Support:

The Foundation is committed to serving the communities in which members of Dayton REALTORS® live, work and volunteer.

The Foundation looks to support projects and organizations that help it fulfill its HOME mission, as outlined below:

HOME
Housing
Outreach
Member Support/Benevolence
Education

H - Housing - Funding for local nonprofit projects providing real impact to the greater Dayton and Miami Valley region in relation to affordable housing, renovation of properties and revitalization of neighborhoods. There are two application deadlines each year.

O - Outreach – Funding to work with and assist other nonprofit organizations and groups who are seeking to enhance the quality of life in the community. There are two application deadlines each year.

M - Member Support/Benevolence – To provide emergency assistance for Dayton REALTORS® members and their families. There is a separate application process, applications are confidential and are accepted at any time.

E - Education – Dedicated to investing in tomorrow's leaders in real estate, Foundation funding is available for assistance with 2-year and 4-year degrees, residential pre-licensing, broker licensing and other programs related to the field of real estate. The Foundation does not fund scholarships directly and instead works through Dayton REALTORS® and its scholarship application process

What We Look for in an Applicant Organization:

- Financial Stability
- Mission closely related to the Foundation's mission and funding priorities.
- Strong leadership and governance.

Key Facts to Understand Before Applying:

The Foundation funds projects of nonprofit organizations that are recognized under IRS code section 501(c)(3) or organizations that, while not 501(c)(3) organizations themselves, will be sponsored by a fiscal agent that is a recognized 501(c)(3) organization.

Funded grants and projects will be for $5,000 or less. Organizations applying for funds must be ready to demonstrate how a project will be funded if project costs exceed $5,000 and additional funding sources will be required.

When reviewing proposals, preference is given to funding opportunities/initiatives that:

- Target communities that are served by members of Dayton REALTORS®.
- Fit closely with the Foundation's funding priorities (HOME).
- Address community needs related to the Foundation's funding priorities.
- Demonstrate measurable and sustainable goals and outcomes.

The Dayton REALTORS® Foundation does not fund the following:

- Ongoing operating costs of the recipient organization.
- School clubs/organizations, including but not limited to bands, athletic or academic teams, booster clubs, PTO/PTA organizations.
- Organizations that discriminate on the basis of race, culture, gender, sexual orientation age, or religion.
- Political, labor, international or fraternal organizations.
- Programs administered by religious organizations solely for religious purposes.

Letters of Intent ("LOI")

Organizations considering an application for grant funding are encouraged to submit a Letter of Intent ("LOI") any time leading up to each of the two grant application deadlines each year. While not as extensive as the full grant application, an LOI serves to express the organization's interest in funding for a specific project and allows the Foundation the opportunity to quickly assess if there is a good match between the Foundation' interests and the project. In addition, will the project fit with the grant financial limits? Organizations submitting LOIs for projects that are unlikely to be funded will be notified, thus saving both the organization and the Foundation time and effort.

Please see the guidelines around submitting an LOI for more information.

Application and Funding Cycles for Housing and Outreach:

Cycle #1:

- December 1st: Application window opens
- January 31st: Application due date
- March 31st: Funding decisions made
- April 30th: Funding payments by the end of April

Cycle #2:

- May 1st: Application window opens
- June 30th: Application due date
- August 31st: Funding decisions made
- September 30th: Funding payments by the end of September

Letter of Intent for Grants and Support

The Dayton Realtors Foundation ("**Foundation**") accepts Letters of Intent ("**LOI**") during its two grant application cycles, beginning May 1st and December 1st, respectively, each year. **Please see the guidelines for grants and support for more details.**

What is a Letter of Intent?

An LOI allows a 501(c)(3) nonprofit organization considering a grant application to notify the Foundation ahead of time that a grant application for a project may be forthcoming. This is the organization's first chance to prove that the proposed project fits the Foundation's mission of HOME. **Please see the guidelines for the definition of HOME.**

For the Foundation, an LOI allows the opportunity to quickly assess if there is a good match between the Foundation's interests and the project. In addition, will the project fit within grant funding limits?

Why Submit a Letter of Intent?

By getting a preliminary view from the Foundation, an LOI saves an organization time and effort before completing grant applications that fall outside of the Foundation's guideline and will not likely be approved.

An LOI gives the Foundation insight into the types of projects that may be forthcoming along with projected funding amounts.

Requirements of Letters of Intent

Letters of Intent must be no more than one page long, on the applicant's letterhead and addresses the following:

- Nonprofit name and address (or its financial fiduciary if not a stand-alone nonprofit organization).
- A brief statement about the purpose of the proposed project and how it is relevant to the Foundation's mission of HOME.
- Goals and objectives of the project.
- Geographic area and/or demographic served.
- Anticipated funding amount to be requested on the application. (maximum awards are $5,000)
- IRS tax status of the organization or its 501(c)(3) financial fiduciary if not a stand-along nonprofit organization.
- Key contact information for the nonprofit organization.

Foundation Response

The Foundation does its best to respond to all LOI inquiries within 30 days of receipt, but in the event a response is not received, please contact grants@daytonrealtorsfoundation.org.

Responses will indicate if the nonprofit organization can move forward with a full grant application or if it is anticipated that the proposed grant application will be denied.

Email Letters of Intent to: grants@daytonrealtorsfoundation.org