

Western Region | **Haywood County**

# COMMUNITY GRANTS program guidelines

The purpose of Canopy Housing Foundation's **Community Grants Program** is to provide monetary support to area nonprofit organizations within the scope of the geographic areas served by the Canopy Realtor® Association (restricted to organizations in Haywood County). Only applications for requests that address unmet housing needs will be considered for funding. Applications are rated by a community panel based on the following attributes: community impact, project feasibility, fiscal strength and Realtor® support.

**Support Amount** This year, grant requests will be considered in any amount up to \$3,000 (pending availability of funds). Support is considered restricted to specific programs and will not be considered for the following: operational expenses, salaries, administrative support, capital expenses (building projects) or debt reduction.

**Support Period** For the 2021 fiscal year, the support will be distributed in the third quarter during the month of July. The funding must be expended or earmarked by Dec. 15, 2021. Only legally recognized nonprofit organizations operating in Haywood County are eligible. Please note that Habitat for Humanity organizations are not eligible for funding through this program and should inquire about the Habitat Support Grant Program. **All applications must be accompanied by a letter of recommendation by a Realtor® member of the Canopy Realtor® Association. The member must be in good standing at the time of panel deliberations.**

**Reporting** The foundation, as the manager of this grant program, reserves the right to request additional year-end reports to certify that the funds were dispersed as proposed. This provides assurance that the funds served the organizational purpose as stated. Failure to submit these reports could jeopardize an organization's ability to receive funds in future grant cycles.

To formalize grant processes and procedures, each applying organization is asked to submit brief documentation as part of the application process. No late applications will be accepted.

**Submission deadline:**  
**May 27, 2021**

**Checks distributed by:**  
**July 27, 2021**

## Submission checklist

- \_\_\_\_\_ Organization information cover sheet
- \_\_\_\_\_ Completed narrative
- \_\_\_\_\_ Project budget
- \_\_\_\_\_ Organizational budget
- \_\_\_\_\_ Certification of tax-exempt status
- \_\_\_\_\_ Realtor® recommendation letter

For additional information, contact  
Lisa M. Brown, Western Region Manager  
Canopy Realtor® Association  
695 N. Main Street, Waynesville, NC 28204  
828-452-5096 (P) | 828-452-7033 (F)  
lisa.brown@carolinahome.com  
www.canopyhousingfoundation.org



*Opportunity resides here.*

# COMMUNITY GRANTS

program application

## APPLICANT INFORMATION SHEET

Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Contact/Title: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_  
Contact E-Mail Address: \_\_\_\_\_  
Date of Application: \_\_\_\_\_

### Canopy Housing Foundation

#### VISION

A community where all housing needs are met.

#### MISSION

Realtors® creating housing opportunities through advocacy, education, funding and leadership.

## SUPPORT INFORMATION

In this space, summarize in one concise sentence how these dollars will be used, as well as the amount of your request. Example: The Canopy Housing Foundation is asking for a total of \$1,500 to be used for rental assistance for three families at a cost of \$500 per family.

## NARRATIVE

Using the following questions as a guide, briefly describe in an attachment how these funds will be utilized by your organization. **Keep your responses brief and limit narrative to no more than three pages.**

1. Describe in detail how these funds will help your nonprofit organization to accomplish its mission as it relates to unmet housing concerns (include any pertinent timelines, locations, goals and central partnerships).
2. Describe how the usage of these funds will address an unmet housing need. Please be specific.
3. Clearly identify your target audience(s) and why they are important to your organization, particularly as they are affected by this funding.
4. Explain how you will ultimately track and evaluate the effectiveness of this funding.
5. Include the following:
  - A specific **project budget** for the subject of your application.
  - An overall **organizational budget** that shows sources of revenue for your organization.An application submitted without these two documents will be considered incomplete.
6. **REQUIRED:** Please include a letter of recommendation from a Realtor® who is currently a member in good standing of the Canopy Realtor® Association. An application submitted without this letter will be considered incomplete.

### E-mail or mail completed applications to:

Lisa M. Brown  
[lisa.brown@carolinahome.com](mailto:lisa.brown@carolinahome.com)  
828-452-5096 (P)  
828-452-7033 (F)

Canopy Housing Foundation  
695 N. Main Street  
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