

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 non-profit organizations within the scope of the geographic areas served by the Canopy Realtor® Association, which includes 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 **\$5,000 (with the highest amounts being awarded for exceptional applications only.)** 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 2024 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. 30, 2024. 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, on Realtor's® letterhead, 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, will 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 31, 2024**

**Checks distributed: July 2024**

### Submission Checklist

(You may electronically check boxes to confirm inclusion.)

- 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  
PO Box 301 | Waynesville, NC 28786  
704-940-3112 (P)  
lbrown@canopyrealtors.com  
www.canopyhousingfoundation.org



*Opportunity resides here.*

# COMMUNITY GRANTS program

## application (Applicant information can be completed electronically on this form)

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 (This information can be completed electronically directly on this form.)

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 the short and long term impact these funds will address an unmet housing need. Please be specific and include a recent success story from your organization.
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** and an overall **organizational budget** for your organization. An application submitted without these two documents will be considered incomplete.
6. **REQUIRED:** Please include a letter of recommendation on the Realtor's® letterhead 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 completed applications by May 31st to:

Lisa M. Brown  
lbrown@canopyrealtors.com  
704-940-3112