

Canopy Housing Foundation

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 Mecklenburg, Iredell, and Haywood counties). 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.

Submission deadline: May 31, 2024 at 5 PM | No late submissions will be accepted.
Checks distributed by: July 2024

Support Amount 2024 year signifies the sixteenth year for the Community Grants Program. 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 expenses, capital expenses (building projects) or debt reduction.

Support Period For the 2024 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 Mecklenburg and Iredell counties 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 the firm'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 by January 15, 2025, could jeopardize an organization's ability to receive funds in future grant cycles.

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 on firm's letterhead

E-mail or mail completed applications to:
foundation@canopyrealtors.com

Canopy Housing Foundation
1120 Pearl Park Way, Ste. 200
Charlotte, NC 28204

2024 COMMUNITY GRANTS PROGRAM

application

APPLICANT INFORMATION

(These fields 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 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 *xyz organization* is asking for a total of \$2,500 to be used for rental assistance for five 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/or long term impact that these funds will have on 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 firm'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 or mail completed applications to:

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Submission deadline:

May 31, 2024

5:00 PM