

## **Santa Clara County REALTORS® Foundation (SCCRF) Grant Guidelines** **(Application Guidelines)**

SCCRF Grant Request form must be complete and include:

1. A cover letter signed by the Executive Director or other designated party.
2. The purpose for the grant and how the funds will be used.
3. A list of the applicant organization's Board of Directors and Executive Staff.
4. A current P&L and Balance Sheet with year-to-date financial statement.
5. A yearly budget.
6. A copy of the IRS tax-exempt determination letter.
7. A copy of the last 2 years of the Federal 990 tax returns (**not double-sided or stapled**).
8. After receipt of the check and within 60 days the applicant will follow up how the funds were used, who benefited, and the success of the program.
9. As a general rule, grants will be capped at \$5,000.00 per year. Grant requests that exceed the \$5,000.00 may be considered for additional funding in the next year grant review.
10. All awards must comply with the SCCR Foundation Bylaws and awarded per the 501 (c) (3) guidelines.
11. Grants will not be given for capital improvements, employees' salaries, event funding, membership fees, or to be paid to an individual.
12. How will your organization acknowledge the SCCR Foundation?

### **There are two grant periods:**

- Spring grant request will be due by December 31<sup>st</sup> of the previous year
- Grants for Spring will be awarded before March 30<sup>th</sup>
- Grants requests will be due by June 30<sup>th</sup> of the current year
- Grants for Fall will be awarded before September 30<sup>th</sup>

### **Note:**

1. Applicants may make an in-person presentation to the Foundation Committee after committee members complete an onsite visitation.
2. Incomplete package will not be considered for a grant