



850 Woodside Way
San Mateo, CA 94401
(650) 696-8200
www.samcar.org/foundation

Grant Application

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MISSION STATEMENT, GENERAL INFORMATION AND GUIDELINES

The San Mateo County Association of REALTORS® Foundation is a separate 501(c)3 nonprofit organization which makes funds available to organizations from donations by its REALTOR® and Affiliate members and friends. Our mission is to assist individuals within our community to enhance their quality of life through financial programs, education, and housing-related initiatives and activities.

Since its inception, the SAMCAR Foundation has focused its charitable efforts towards benefitting organizations and programs that strive to make San Mateo County a more livable, affordable and thriving community. Through its work, the SAMCAR Foundation has made significant financial contributions that have enabled many of our San Mateo County citizens to finance a down payment on their first home, make their mortgage payments, and receive the education needed to make a sound investment in their financial stability and future through homeownership.

ORGANIZATION

The San Mateo County Association of REALTORS® is a non-profit trade association consisting of 3,100 REALTORS® and Affiliates within San Mateo County. The SAMCAR Foundation is a 501(c)3 non-profit corporation. The members of the Board of Trustees of the Foundation are appointed by the Directors of the San Mateo County Association of REALTORS® and serve three year terms.

ELIGIBILITY

Non-profit 501(c) 3 organizations operating within the areas served by the San Mateo County Association of REALTORS® and within the San Mateo County jurisdiction are eligible for grant consideration provided they meet the evaluation criteria below.

EVALUATION

Grant applicants will be evaluated on the following:

- The community need for the expenditure, as well as the number of people who will be served.
- The impact on the recipient organization.
- The location of the community served.
- The financial soundness and efficiency of the organization.
- Accuracy and completeness of the application.
- The structure of volunteer organization and level of volunteer support.
- Appropriate use of SAMCAR Foundation previous grants. (If applicable).

The application form must be completed and sent with the following:

1. A list of the applicant organization's Board of Directors and Executive Staff.
2. The names of three people or agencies that may be contacted as references.
3. Annual budget with year-to-date financial statements.
4. A copy of the IRS tax-exempt determination letter.
5. A statement pertaining to your/applicant relationship with the requesting organization (to detail any possible conflict of interest)

APPLICATION DEADLINE

The SAMCAR Foundation Application & Recommendation Committee reviews grant applications on a quarterly basis, and makes funding recommendations to the Foundation Trustees.

Application deadlines are on an on-going quarterly basis. Applications must be received by **February 15th, May 15th, August 15th, and November 15th** to be considered during that quarter.



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Grant Application

ORGANIZATION NAME	
<input type="text"/>	
NAME AND TITLE OF CONTACT PERSON	
<input type="text"/>	
ADDRESS	CITY, STATE / ZIP
<input type="text"/>	<input type="text"/>
PHONE	FAX
<input type="text"/>	<input type="text"/>
EMAIL	WEB SITE
<input type="text"/>	<input type="text"/>

1. How long has your organization been in existence?

2. Describe the purpose/importance of your organization. How does this further support the mission and goals of the SAMCAR Foundation?

3. Describe the purpose of your request. How it impacts the community and the number of people served.

4. What is the amount of your request?

\$ _____
 (Please itemize request below)

- _____ %Admin
- _____ %Programming
- _____ %General Funds
- _____ %Other

5. What percentage of your budget is funded by:

- _____ % Federal Government
- _____ % State Government
- _____ % City
- _____ % Corporations
- _____ % County
- _____ % Endowment
- _____ % Foundations
- _____ % Private Donations
- _____ % United Way
- _____ % Other (please explain)

6. In what geographic area, within San Mateo County, will the grant funds be allocated?

7. Is this part of a matching fund program? If yes, please explain. (What portion of funding does this matching fund represent and who is providing the matching funds?)

8. Describe the structure of your organization and level of volunteer support.

9. If applicable, describe how previous San Mateo County Association of REALTORS® Foundation grants were utilized and their impact on the community.

10. Report on utilization of funds must be submitted within 90 days of grant contribution and/or event.

SUBMITTED BY

DATE

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NAME AND TITLE

Please attach a cover letter signed by the Executive Director or other responsible party to your application. Please provide single-sided printed materials and do not staple them together. Use paper clips if needed.