



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

- A list of the applicant organization's Board of Directors and Executive Staff.
- The names of three people or agencies that may be contacted as references.
- Annual budget with year-to-date financial statements.
- A copy of the IRS tax-exempt determination letter.
- 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 15, May 15, August 15, and November 15** 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 SAM-CAR 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

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.*