

# Foundation Realty, LLC

## GRANT APPLICATION FORM

Any nonprofit, tax-exempt organization located within Dane, Columbia, Sauk, Rock, Green, and Dodge counties can apply to receive grant funds. We do not award grants to private foundations, nor to projects that serve an exclusively religious or political purpose. School-based programs may apply if they provide services to the community outside of regular school hours. Priority is given to grassroots projects that build, protect, and strengthen the community through local efforts. Examples might include social services, youth programs, education, diversity programs, and public health projects. See website ([www.foundationrealty.org](http://www.foundationrealty.org)) for current deadlines.

Funding decisions are based solely on the merits of the application and availability of funds, and are **NOT** based on whether or not the organization applying for funds has done business with or referred clients to Foundation Realty, LLC. It is neither a requirement nor an advantage.

### GENERAL INSTRUCTIONS

- Type all proposals (minimum 10 point).
- Provide all of the information requested.
- Submit one copy to Foundation Realty, 2901 Portage Rd., Madison, WI 53704. Or, fax to 866-877-9082.
- Feel free to include a program brochure or flier.
- Do not send videotapes.

---

**Provide the following information. For your convenience, you may choose either to copy and fill out this form or create your own using the headings listed below.**

Total Proposed Project/Program Budget: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

Program Name: \_\_\_\_\_

Duration of Project/Program: from \_\_\_\_\_ to \_\_\_\_\_

Nature of Request: \_\_\_ project \_\_\_ operating \_\_\_ program \_\_\_ endowment \_\_\_ other

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

FEIN (Taxpayer ID #) \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Organization's total operating budget for past year \_\_\_\_\_ and current year \_\_\_\_\_

Has the organization adopted a policy which states that the organization does not discriminate as to age, race, religion, gender, sexual orientation, marital status or national origin? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please explain. If yes, please attach a copy of this policy.

Does the organization have federal tax-exempt status? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please explain. If yes, please attach a copy of the IRS federal tax exemption determination letter.

Has the organization's chief executive officer authorized this request? Yes \_\_\_\_\_ No \_\_\_\_\_

**An officer of the organization’s governing body must sign this application:**

I, the undersigned, an authorized officer of the organization, do hereby certify that the information set forth in this grant application is true and correct, that the Federal tax exemption determination letter attached hereto has not been revoked and the present operation of the organization and its current sources of support are not inconsistent with the organization’s continuing tax exempt classification as set forth in such determination letter. I further acknowledge my understanding that receipt of grant funds in no way represents compensation for referring clients to Foundation Realty, LLC.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name/Title

\_\_\_\_\_  
Date

---

---

**NARRATIVE**

**Please provide the following information. Do not exceed 3 typed pages for this section.**

**Project/Program Abstract**

Describe in two or three sentences the proposed program and who will benefit from the program.

**Organization Information**

- Provide a brief summary of the organization’s mission, goals, programs, and major accomplishments, success stories and qualifications.
- Show evidence of client & community support.
- Describe the population served, including total number, geographic, demographic, and socio/economic characteristics.
- Provide total number of paid staff and volunteers (differentiate between board members, program and office volunteers).

**Project/Program Description (not required for general operating requests)**

- Describe the community need(s) that your project or program is filling.
- Describe the expected outcomes and the indicators of those outcomes.
- Describe the evaluation process and how the results will be used.
- Include a project timeline.
- What partnerships/collaborations will be used?
- How do you plan to involve the population you intend to serve in the design of the project or program?
- How does this program enhance the existing services in the community?

**Project/Program Budget & Other Funding Considerations**

Submit budget, including sources of revenue and project expenses.

Describe plans for obtaining other funding needed to carry out the project/program, including amounts requested of other funders.

If the project/program is expected to continue beyond the grant period, describe plans for ensuring continued funding after the grant period. List the top five funders of this project (if applying for a program grant) or organization (if applying for general operating support) in the previous fiscal year, the current year, and those pending for the next fiscal year.

**Sponsor Recognition**

Describe how your funders and sponsors are recognized by your organization (eg. Inclusion in marketing materials, literature, websites, etc.).