



Tucson REALTORS® Charitable Foundation  
2445 N. Tucson Blvd.  
Tucson, AZ 85716  
520-327-4218  
[www.tucsonrealtors.org/foundation](http://www.tucsonrealtors.org/foundation)

## Mission Statement, Guidelines & Application Check List

### ORGANIZATION

The Tucson REALTORS® Charitable Foundation is a 501(c)3 non-profit organization which makes funds available to organizations from donations by its REALTOR® and Affiliate members and friends. Our mission is to assist our community by enhancing its quality of life through financial programs, education, and housing-related initiatives and community activities.

### ELIGIBILITY

Non-profit 501(c)3 organizations operating within the areas served by the Tucson Association of REALTORS® 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 Tucson REALTORS® Charitable Foundation previous grants (If applicable).

### CHECKLIST

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 identifying any relationship you or the requesting organization may have with the Tucson REALTORS® Charitable Foundation.

### APPLICATION DEADLINE

The Tucson REALTORS® Charitable Foundation Board of Directors meets quarterly (March, June, September, and December) to evaluate applications. Applications must be received by February 15th, May 15th, August 15th, and November 15<sup>th</sup> in order to be considered at the quarterly meeting.



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Organization Name:

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Name & Title of Contact Person:

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Address:

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Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

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 Tucson REALTORS® Charitable 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)

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6. In what geographic area 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?)

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

9. If applicable, describe how previous Tucson REALTORS® Charitable 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 & 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.