



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 501c3 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 March 1st, June 1st, September 1st, and December 1st 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)

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?)

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.

II: How did you hear about our grant application?

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.