

Grant Application

Date of Application: _____

Organization Name: _____

Contact Person & Title: _____

Address: _____

Phone Number: _____ Fax Number: _____

Email: _____

Project Title: _____

Grant Request: \$ _____ Period Grant Will Cover: _____

Total Project Budget: \$ _____ Total Organizational Budget: _____

Starting Date of Organization's Fiscal Year: _____

Please submit your grant application, narrative and supporting materials to:

Real Estate Executive Council (REEC)
Attn: Oscar Groves
875 North Michigan Avenue
Suite 3430
Chicago, IL 60660
Fax #: (312) 573-5270
Email: ogroves@capricapital.com



REEC

Real Estate Executive Council (REEC)

875 North Michigan Avenue
Suite 3430
Chicago, Illinois 60611

PHONE:
312.573.5300

FAX:
312.573.5270

E-MAIL:
ogroves@capricapital.com

We're on the Web!

See us at:

www.reec.org

APPLICATION NARRATIVE (maximum 5 pages)

Organization Description

Describe your organization and its mission (in 2-3 sentences). Briefly describe how your organization operates (board, staff, members, volunteers, etc.) and outline general demographics of the organization. Please include a brief summary of your organization's history, major accomplishments, current programs and activities.

Grant Request

Summarize the project or grant request (in 2-3 sentences) and whether the project is new or ongoing to your organization. Include a description of constituents/communities served and/or impacted (be specific about demographics such as race, class, gender, ethnicity, age, sexual orientation, and people with disabilities) and how they will benefit from this project. If you are a regional or national organization, describe your work with local groups, if applicable, and how other regional and/or national organizations are involved.

Goals & Objectives

Describe the goals and objectives of the project (in 2-3 sentences). Include additional partners, sponsors and supporters aligned to help accomplish these goals and objectives.

Implementation Strategy

Describe specific activities/strategies to implement the project. Include milestones/markers ensuring that goals and objectives are being achieved.

Evaluation

Describe your plan for evaluating the success of the project or for your organization's work. Include a list of staff, board, constituents, community, and consultants who will be involved in evaluating and how the evaluation results will be distributed and used.

Timeline

Outline your timeline from inception to conclusion of the project (in 2-3 sentences).

Budget

Provide your organization's current annual operating budget (see budget template below), along with a detailed project budget outlining anticipated expenses. List other funding sources (grants, sponsorships, donations, etc.) for this request, including amounts and whether received, committed, or projected/pending.

Project Coordination (if applicable)

Provide a list and contact information for the primary (and secondary) coordinators responsible for executing the plans outlined in this request. Include a brief description summarizing their qualifications to successfully execute the project.

SUPPORTING MATERIALS NEEDED

- Most recent completed year's organizational financial statement (expenses, revenue and balance sheet), audited, if available
- A copy of your organization's IRS 501(c)(3) letter (If your organization does not have 501(c)(3) status, additional information may be required)
- Recent newsletter, articles, newspaper clippings, evaluations, or reviews (if applicable)
- Recent annual report (if applicable)

Organization Budget Template

EXPENSES:		REVENUE:	
ITEM	AMOUNT	SOURCE	AMOUNT
Salaries & Wages <i>(Break down by individual position and indicate full-time or part-time)</i>	\$FT/PT	Government Grants & Contracts	\$
Fringe Benefits & Payroll taxes	\$	Foundations	\$
Consultants & Professional Fees	\$	Corporations	\$
Travel	\$	Earned Income	\$
Equipment	\$	United Way, combined federal, campaign and other federated campaigns	\$
Supplies	\$	Individual Contributions	\$
Printing & Copying	\$	Fundraising Events & Products	\$
Telephone & Fax	\$	Membership Income	\$
Postage & Delivery	\$	In-kind Support	\$
Rent & Utilities	\$	Other (specify)	\$
In-kind Expense	\$		
Other (specify)	\$		
Total Expenses:	\$	Total Revenues:	\$
Balance:			\$

This organization budget template is a sample. If your organization already prepares a budget that approximates this form, please submit your original.