

# 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



**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](http://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)	\$		
<b>Total Expenses:</b>	\$	<b>Total Revenues:</b>	\$
<b>Balance:</b>			\$

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