



**REALTOR® Foundation: Rhode Island**  
**100 Bignall Street**  
**Warwick, RI 02888**  
**(401) 432-6947**  
**realtorfoundationri.org**

### **Mission Statement, Guidelines & Application Checklist**

#### **Organization**

REALTOR® Foundation: Rhode Island is a 501(c)(3) non-profit organization that was founded in 2006 by the Rhode Island Association of REALTORS® (RIAR). RIAR is a 501(c)(6) non-profit trade association consisting of 4,800 members throughout Rhode Island and the region. The Foundation accepts donations from members, affiliate members, and friends of the Rhode Island Association of REALTORS®.

REALTOR® Foundation: Rhode Island provides resources to help create more productive and enriched communities by offering financial and other forms of assistance for supporting the enhancement of quality of life, and to assist individuals or entities affected by a personal or natural disaster.

#### **Eligibility**

Non-profit 501(c)(3) organizations operating within the State of Rhode Island 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 this grant, as well as the number of people it will serve.
- 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.

#### **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 REALTOR® Foundation: Rhode Island.

#### **APPLICATION DEADLINE**

The REALTOR® Foundation: Rhode Island Foundation Trustees meet quarterly (March, June, September, and December) to evaluate applications. Applications must be received by February 15<sup>th</sup>, May 15<sup>th</sup>, August 15<sup>th</sup>, and November 15<sup>th</sup> 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?**

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**2. Describe the purpose/importance of your organization. How does this further support the mission and goals of REALTOR® Foundation: Rhode Island?**

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**3. Describe the purpose of your request, how it impacts the community and the anticipated number of people whom it will serve.**

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**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	_____ Endowment
_____ Corporations	_____ Municipal	_____ United Way
_____ Foundations	_____ Private Donations	_____ Other (please explain)

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**6. In what geographic area(s) of Rhode Island will the grant funds be allocated?**

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**7. Will this grant be used as 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.**

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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.