



## **Housing Grant Submission Guidelines**

To nominate a local charity, each local REALTOR® association must submit the Foundation's official, two-page grant application. The application has been formatted so text can be entered directly on to it. If you are using Adobe Acrobat, you can click the submit button when finished and it will be emailed directly to the Foundation. If using a different pdf reader, the application can be saved and emailed directly to Urszula Moussa at [urszula@marealtor.com](mailto:urszula@marealtor.com). All charitable organizations must submit applications to a Local Association for initial review prior to the application being received by MAR. The current list of Local Associations can be found at [https://www.marealtor.com/about#local\\_association](https://www.marealtor.com/about#local_association).

Applications may be accompanied by additional literature or materials that demonstrate the impact a nominated charity has had within the community or local market area. However, applications that are supported by such documents will not be weighted more heavily than those that do not.

In completing the grant application process, it is important to provide as much detail about the activities and services offered by the nominated non-profit group as possible, particularly how the charitable organization aligns with the MAR Charitable Foundation's mission of providing assistance for disaster relief and housing related causes.

In addition to submitting the application via email, the application can be printed and mailed to: Urszula Moussa, MAR Charitable Foundation, 333 Wyman Street, Waltham, MA 02451. However, emailing is strongly preferred to avoid receiving a grant after the deadline has passed.

Massachusetts Association of REALTORS®  
Charitable Foundation

2020 Grant Application for Housing and Homeless Assistance Charities

Check off: Fall  Spring  Local Association Executive Initials  Date

**PART I**

Name of Nominated Organization:

Business Address:

Business Phone:

Is the nominated group a 501(c)(3) organization under IRS code?  (Copy of tax exempt letter required.)

Nominating REALTOR® Association:

Briefly summarize the program or work the grant would fund and its expected impact on the community:

How many people will benefit from this charity program?

When will the program be implemented (indicate if this is a year long effort)?

How will housing grant funds be allocated?

What communities does this charity serve?

**PART II**

In a separate document, please prepare and attach a one page overview of the current annual budget, including projected revenues and expenses, percentage of expenses to income, and number of staff, for the organization you are nominating.

Describe your Association's relationship (if any) with the nominated housing charity, including volunteer or financial assistance the Board/Association has provided in the past three years.

What housing need(s) does this organization address within the community?

How does the applying charity address the mission of the MAR Charitable Foundation?

How will your Board/Association evaluate the effectiveness of the program to be funded?

What public (local, state and federal) and/or private funding is already secured by the charity for this program?

Who will oversee the nominated charity program and utilization of grant monies donated by the Foundation?

Please save or print this form and return to:  
Massachusetts Association of REALTORS®  
Attn: Urszula Moussa  
333 Wyman St, 1st Floor Waltham, MA  
Email: [urszula@marealtor.com](mailto:urszula@marealtor.com)  
Phone: 781-839-5531

Submit by Email  
(Adobe® Acrobat® Only)