



## **UARHOF GRANT APPLICATION FORMAT**

### **I. COVER LETTER**

### **II. NARRATIVE** (preferred length should not exceed two pages)

- A. Mission statement or brief statement of organization's goals and/or objectives
- B. Brief summary of organization's history
- C. Description of current programs, activities, and accomplishments

### **III. PURPOSE OF GRANT** (please include the following information)

- A. A concise project description in narrative form. The narrative should include goals, project scope and the proposed use of the requested funds. Also include type: site-specific; i.e. new construction, rental, single-family, multi-family, group home, elderly, rehabilitation, family, home ownership; or not site-specific.
- B. Statement of need/problem to be addressed and include the number served, target population and how they will benefit.
- C. Description of program goals and measurable objectives.
- D. Description of programs and activities to accomplish these goals, i.e., is this a new or ongoing activity on the part of the sponsoring organization?
- E. Other organizations, if any, participating in the program, including in-kind involvement.
- F. Long-term sources/strategies for funding the program at the end of the grant period.
- G. Estimated start and completion dates of the project
- H. Will any services other than housing be provided to the persons served under this project?

### **IV. EVALUATION**

- A. Expected results during the funding period.
- B. How will you define and measure success?
- C. How will the project's results be used and/or disseminated?

### **V. ATTACHMENTS**

- A. Board of Directors information
  - 1. Occupation and/or community affiliations
  - 2. Board resolution which authorizes the grant application *or* two signatures on application
- B. List of the names and qualifications of key staff
- C. Most recent financial statements (audited if available)
- D. Current agency budget
- E. Annual report (if available)
- F. Project budget
- G. IRS determination letter confirming 501(c) 3 status
- H. Articles of incorporation
- I. Location map of the site
- J. List of major contributors to the organization/program (optional)
- K. Update on previous grants awarded



**ACKNOWLEDGMENT**

The information represented herein and the attachments are true and accurate to the best of my knowledge. I understand that the UARHOF Board of Trustees may review any documents or instruments relating to the prudent analysis of the application and may conduct site inspections. If accepted, I agree to provide the UARHOF Board of Trustees with a report of the progress of this project in 60 days, and again in 120 days from the date the funds are received.

Signed By:

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Applicant Signature	Title	Date
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Applicant Board of Directors Signature #1	Title	Date
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Applicant Board of Directors Signature #2	Title	Date
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