

# Coastal REALTORS® Foundation Grant Application Guidelines



The Coastal REALTORS® Foundation (CRF) is a donor-advised fund held by the Community Foundation of the Eastern Shore (CFES) and administered by the Coastal Association of REALTORS® (CAR). The purpose of the CRF is to help local real estate professionals support the causes most important to them. Funding is accessible solely to members of CAR through an application process administered by the association and reviewed by a committee of CAR members. [Read complete Operational Guidelines here.](#)

**To Apply:** An application to request funding must be made by a dues-paying CAR REALTOR® or Affiliate member who is in current good standing with the association by the 15<sup>th</sup> day of February, June, or October.

**Funding Amounts:** No less than \$200 and no more than \$1,000. Funds are distributed directly from CFES to the organization at the direction of CAR.

**Please be as specific as possible when describing the Purpose of the Grant. If the grant is being used towards general funds, please give detail and/or examples of use to help the committee gain a better understanding of the organization's mission and needs.**

**Eligibility Criteria:** The following criteria must be met to be eligible for a grant from the Coastal REALTORS® Foundation.

- The recipient must be a 501(c)3 non-profit organization.
- Funding must be utilized in Somerset, Wicomico, and/or Worcester Counties only.
- Organizations whose mission directly impacts local housing needs will be given preferable consideration, but this is not a requirement for approval.
- The recipient must agree to cooperate fully with CAR in any public relations efforts designed to maximize public awareness and public goodwill of the Coastal REALTORS® Foundation and CAR.
- A single recipient may not receive funding from the Coastal REALTORS® Foundation more than twice per calendar year.
- Applications must be completed in full. If CAR staff follows up with questions or concerns about the application, those questions must be answered by the applicant prior to the last day of the month the application is due.
- Neither CAR, nor the requesting member, may receive benefits of monetary value in exchange for the funds received. Such benefits that may not be received may include, but are not limited to, free advertising unrelated to the grant from CRF and membership to an organization, among others.

**Due Diligence:** Following receipt of funds, the charitable organization is required to submit a follow up report outlining the grant expenditures to [kim@coastalrealtors.org](mailto:kim@coastalrealtors.org) no later than one year after receipt of funds.

**Email To: Kim Blair, [kim@coastalrealtors.org](mailto:kim@coastalrealtors.org)**

# Coastal REALTORS® Foundation Grant Application



**Quarterly Deadline: 15<sup>th</sup> of February, June and October**

*Please read and understand the CAR Foundation Grant Guidelines before submitting this application.*

Date: \_\_\_\_\_

List all CAR Member Applicants/Brokerage: \_\_\_\_\_

Charitable Organization Name: \_\_\_\_\_

Does the Organization have 501(C)(3) Status?  YES  NO EIN#: \_\_\_\_\_

Geographic Area Served by the Organization:  SOMERSET  WICOMICO  WORCESTER

**Is the Mission Statement of the Organization and a Balance Sheet/Financial Statement attached?**

Organization Executive Director/CEO/Administrator: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address (physical address – no P.O. Box): \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Web Site: \_\_\_\_\_

Specifically provide detailed information as to what the grant will be used for: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe your support (monetary or time/involvement) of this organization, either personally or as a brokerage:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the charity/cause relate to housing or real estate? YES  NO

Amount Requested: \$ \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
*Signature of CAR Member(s) Submitting Application*

*\*Incomplete applications will be returned to applicants for completion. Incomplete applications will not be considered. ALL RED fields must be completed.*

**Email COMPLETED application to: Kim Blair, Kim@coastalrealtors.org**