

HOPE Fair Housing Center
AustinWorks
2014

Grant Application



Grant Information for Non-Profit Applications

Mission Statement

HOPE Fair Housing Center works to create greater housing opportunities for all. We want to ensure everyone has the chance to live in the community/home/apartment of their choice free from discrimination based on race, color, religion, national origin, sex, disability, familial status, and other characteristics protected under state or local laws. HOPE accomplishes this through education& outreach, investigation, enforcement, training, and advocacy.

Source of Funds for this Grant Program

HOPE joined with the National Fair Housing Alliance and other fair housing organizations from around the country in filing administrative complaints with HUDalleging differential treatment by lenders in how they marketed and maintained foreclosures in neighborhoods of color versus white neighborhoods. One of those cases, filed against Wells Fargo, reached a settlement in June 2013. This settlement included funds for grants to be administered by HOPE in neighborhoods of color that have been impacted by foreclosures.

Purpose of Funds

To reinvest in neighborhoods of color to counteract the devastating damage resulting from foreclosure and harmfulmaintenance and marketing practices.Accordingly, funds under this grant program must be used for programs and/or services that promote home ownership, neighborhood stabilization, property rehabilitation, and development in communities of color.

Eligible Activities

HOPE is accepting applications from non-profits,or consortia of non-profits and for-profits,providing programs or services in the Austin community of Chicago in the program areas of **Homeownership and Housing Development** and **Community Development**.

Homeownership and Housing Development – programs and services may take the form of the following:

- **Neighborhood Stabilization**-Funds up to \$15,000 per building as buyer subsidy for rehabbed 1-4 unit properties. Developers can apply to reserve funds based on estimated building completion. Detailed project budgets will be required when application is made to disburse funds. Purchaser must use the property as an owner occupant.
- **Down Payment and Closing Cost Grants** – Grants for borrowers who will be owner occupants of the properties. No specific borrower income limitations at this time.

Community Development- Programs and services may take the form of the following:

- **Neighborhood Development** – Funds to assist with expansion of proven neighborhood block groups and coalitions addressing social issues and beautification initiatives affecting livability of Austin neighborhoods.

- **Job Training** – Funds to enhance job training programs targeting the unemployed, homeless, re-entering and youth populations.
- **Education**- Funds to enhance neighborhood groups whose mission is to support families with children attending local schools through outreach and organization around quality of education issues, and parent organizations.

Applicants are **not limited** to these programmatic examples, and are encouraged to apply with creative solutions that address the problems described in these example initiatives.

Awardee Eligibility

Grants are awarded at HOPE's discretion for projects/programs, to organizations which are tax exempt under Section 501(c)(3) of the Internal Revenue Code, are consistent with HOPE's mission and target the funding purpose for this program. All applicants must meet the grant application criteria. Only one application per organization allowed; however, more than one category may be applied for with one application. Partnerships, consortiums and coalitions of organizations are strongly encouraged to apply, with at least one partner a tax exempt 501(c)(3) organization.

Proposals must target and work in the Austin community of Chicago, Illinois. Organizations not currently working in the Austin community must have a demonstrated commitment to the Austin community which extends beyond this project.

Applications must be project specific. At this time, HOPE is not able to consider any applications for general operating support.

Please read the directions carefully and submit all required items to ensure your application is considered.

Funding Cap and Due Date

Proposals can be submitted for funds in any amount up to a maximum of \$600,000 to be expended over 18 to 36 months.

Full proposals must be received postmarked or by hand by 4pm November 1, 2013. No applications will be accepted after this date. No emailed or faxed copies will be accepted.

Questions

Questions to HOPE staff about your application are encouraged and accepted until October 25, 2013. Contact: Paula Brkich, Lending and Community Development Program Director, 630-690-6500 extension 117 or paula.brkich@hopefair.org.

Applying for a Grant
(Use this as your checklist to ensure your application is complete)

GENERAL INSTRUCTIONS:

- Complete the Grant Application Cover Sheet
- Type and single-space all proposals (12 point font of your choice) with one inch margins.
- Provide all the information in the order listed.
- All questions relative to the request must be completed in full.
- Submit only one copy with pages sequentially numbered and cover pages separating each section. Do not bind or staple.
- Do not include materials other than those specifically requested at this time.

DESCRIPTION OF ORGANIZATION– Include the following:

1. Background/history of organization.
2. Mission and objectives.
3. Describe program(s) offered.
4. Describe population served in general and Austin population specifically.
5. Describe staff experience, titles and status (full or part time) and percentage of time staff will spend on the project.
6. Describe agency experience with the activity for which you are applying. In the case of acquisition and/or rehab, please provide photographs, narrative of the projects, budgets, timetables, outcomes and any learnings (failures as well as successes) from previous projects which correspond to your proposed projects.
7. Current annual operating budget/agency budget.

COMPLETE PROPOSED PROJECT NARRATIVE– Include the following:

1. Proposed Project Title.
2. Describe how the proposed project will promote HOPE's mission.
3. Describe the need for the project and how the need was determined.
4. Provide a plan/timetable for implementation.
5. Identify key staff assigned to the project; title and status (full or part-time).
6. Describe expected outcomes, and measures for assessing the outcomes.
7. Describe what methods will be used to evaluate the project's performance.
8. Describe the marketing plan for the project and how it will promote HOPE's mission.

PROVIDE PROJECT BUDGET INFORMATION DETAIL – Include the following:

1. Provide a proposed project budget, actual if there is site control, example if there is not.
2. Describe estimated subsidy per unit requirements.
3. Describe why the subsidy is needed and how that was determined.

PROVIDE FINANCIAL INFORMATION – Include the following:

1. Current annual operating budget.
2. A copy of the current fiscal year-to-date income and expense statement.

3. A listing of all grants (funder name, amount and time period of funding) for the previous fiscal year and current year for the applicant organization.
4. A copy of the most recent audit.
5. List all sources of revenue or funding sources for this project, both committed and pending, which include the funded or pending amount and time period for funding.
6. Projections for sustaining the project's funding beyond this grant.

PROVIDE LEGAL INFORMATION – Include the following:

1. A copy of the IRS determination letter establishing 501(c)(3) status and Employer Identification Number.
2. A list of names, addresses and professional affiliations of the board of directors and board officers, with an indication of which officer will sign the contract.
3. Is the organization currently in litigation for any reason? If yes, explain.
4. Corporate by-laws.
5. Articles of Incorporation.
6. A copy of the most recent IRS Form 990.

SUBMIT AN ORIGINAL UNSTAPLED APPLICATION PACKET NO LATER THAN 4PM NOVEMBER 1, 2013 TO HOPE Fair Housing Center, Attention: Paula Brkich, 245 W. Roosevelt Road, Building 15 Suite 107, West Chicago, Illinois 60185

TIMELINE:

October 18, 2013	RFP, Applications Available
October 25, 2013	Deadline for program staff assistance, 4pm.
November 1, 2013	Applications due by 4pm.
November 4-15, 2013	Proposals reviewed by HOPE committee
November 25, 2013	Awards announced
December 6, 2013	Signed contracts with revised timetables and scope of work due by 4pm
January 6, 2014	Awardees 1 st Progress Report to HOPE due by 4pm.

HOPE anticipates announcing funded proposals by November 25, 2013; however, this could be impacted by the number of applications received.

REVIEW COMMITTEE:

Grant policies, guidelines, programs, application requirements and funding decisions are the responsibility of HOPE. HOPE may modify these items at any time at its sole discretion.

DENIED REQUESTS:

Unfortunately, the number of applications for funds may exceed the funds available. A denial is not necessarily a reflection of the quality of the grant request or applicant.

PROPOSED PROJECT EXPENSES

Budget: Complete the appropriate sections of the table below to provide us with information regarding the budget for the services to be provided. Under Major Activities, ask yourself “What does it take to provide the services?” Examples include salaries (please name individual staff positions, supplies, utilities, etc.

BUDGET			
Major Activities	<i>Column 1</i> Estimated Cost	<i>Column 2</i> % Covered by other funding	<i>Column 3</i> % Requested in this RFP
Salaries (Estimated hours and rate) by position as follows:			
Fringe Benefits			
F.I.C.A. (at 7.65% rate)			
Unemployment Insurance (at 3% rate)			
Disability Insurance			
Health Insurance			
Workers' Compensation (at 1% rate)			
Printing, copying, toner, ink			
Rent/mortgage			
Telephone			
Postage			
Other supplies			
Utilities			
Totals:			

Describe other leveraged resources available to this project, if any.

Describe other organizational relationships relevant to this project and how they will contribute to the project.

Grant Application Cover Sheet

Name of Applicant Organization (Use full legal name or DBA of organization as designated in current State of Illinois Articles of Incorporation):

Employer Identification Number (EIN):

Street Address:

Phone:

Fax:

Contact Person:

Title:

Phone:

Email address:

Name of Applicant Organization's Chief Executive Officer /Executive Director:

Name of Applicant Organization's Officers of Board of Directors:

Organization's Fiscal Year:

Indicate the Program Area for which this application is being considered (Check all that apply):

- Homeownership and Housing Development
- Community Development

Title of proposed project:

Dollar amount requested:

Date proposed project will start:

Number of pages in this application: