Housing For Everyone – Grant Checklist

The grant competition application consists of the following eight sections:

1. Acceptance of Grant Conditions, should your organization be chosen for funding
2. General Organization Information (e.g., name, address, phone number, website address, etc.)
3. Contact Information (e.g., top executive information and request contact information if different)
4. Additional Organization Information (e.g., year founded, mission, organization type, staff and volunteer information, etc.)
5. Organization Financial Information
6. Request Information (e.g., project title, project summary, project budget, etc.)
7. Required documents
8. Completion of Public Relations release document

In order for your funding request to be considered, eight required documents (listed below) must be attached to the online grant application. All documents must be in either PDF format or Word format. Excel files will not be accepted.

1. A detailed project proposal (four pages maximum; 10 point font minimum). The following items, in this order, should be included in the detailed project proposal:
   
   A physical description of the housing units or properties to be improved including but not limited to age, location, breakdown according to the number of bedrooms, square footage of the units and population served. Please detail how this project will utilized abandoned structures or those that need significant repairs.

   Applicants seeking funds should include a 24-month timeline from the time of the award to the creation of those units that must include a date to break ground some time between February 2020 and January 2022, if the groundbreaking hasn't occurred already. The location and ownership of the new units should be included in the application.

   All initiatives should include a sustainable energy efficiency component which will be considered in the scoring of the applications.

   A description of your organization's capacity to manage the project and the resources required to accomplish the project's goals, including key roles and responsibilities.

   A list of other funding sources your organization has secured that will support your project (include any reserves and in-kind donations).
A description of measurement tools your organization will use to determine the success of your project (include any anticipated savings per unit)

Pictures of the properties: one of the front of the building and at least one related to the anticipated improvements

2. A detailed project budget (sources and uses); Must include line items for categories such as reserves and in-kind donations

3. A letter from an executive of your organization certifying that there are no pending legal actions, attachments or unsatisfied judgments/liens against your organization and/or any subject property; Must be on letterhead of your organization and manually signed by the person certifying

4. A list of your organization’s board members, board position, board responsibilities, area of expertise, employer and job title

5. Your organization's current operating budget; Must be for the fiscal year your organization is currently operating in; Must include income and expenses

6. Last available audited financial statement including notes/comments; not to predate January 1, 2017

7. A copy of the 501(c)(3) federal tax exemption letter of determination and, if applicable, evidence of your organization's authority to operate under the 501(c)(3) of another organization; or, if applicable, a letter on official letterhead providing the nine-digit tax identification number of the applying government entity and signed by the senior officer

8. A letter from an executive of your organization certifying that the TD Charitable Foundation may use any pictures your organization sends to us as a part of this year’s submission for newsletters showcasing Foundation activities.