

**Columbus Apartment Association  
Community Assistance Foundation (CAACAF)  
GUIDELINES FOR AWARDING GRANTS**

**Purpose**

On behalf of the Columbus Apartment Association, the purpose of the CAACAF is to provide financial support to 501 (c) (3) organizations that service the Columbus Ohio Metropolitan area, and whose services and other qualifications meet CAACAF criteria.

**Consideration**

Subject to other qualifying criteria, the CAACAF will give organizations that have housing or housing related activities highest priority. Preference will go to organizations that have limited public funding, as well as to those where CAACAF believes its support will have meaningful impact on fulfilling the mission of the grantee. Other considerations include, but are not limited to, an organization's financial need and sources of funding, benefits provided, and delivery effectiveness, each as perceived by the CAACAF. Grants may be awarded to any organization deemed qualified by the CAACAF and in any amount deemed appropriate. After approval by the Community Assistance Foundation Trustees, all notifications to interested parties should be done through the CAA staff.

**Application**

Interested parties shall submit a grant request proposal.

The proposal should briefly describe: the organization's purpose, including targeted beneficiaries, and why funding is needed; annual fundraising goal and amount desired from CAACAF; the background of the organization and the individuals involved in the project; specifically how grant funds would be applied, what activities would be funded, and what would be accomplished as a result. Proposals are accepted during the last quarter of each calendar year for consideration for the following year's grant award consideration, and until February 15<sup>th</sup> of each year for the current year's consideration.

Proposals must include the applicant's 501(c)(3) certification, and any other information requested by CAACAF prior to submission of the proposal. CAACAF may also request additional information after submission of the proposal.

**Awards**

CAACAF usually awards grants in the fall of each year, in amounts generally ranging between \$500 and \$5000, subject to availability of funds and qualifying criteria. Recipients may direct grant funds to their operating funds, capital funds, or delivery of direct services, subject to CAACAF's specific intent.

- To award no one organization more than 50% of the funds available in any given year;
- To award 90% of available funds as of November 30 in the year the funds are awarded;
- To make a more meaningful donation (i.e., larger, for naming rights, etc.) multiple year commitments of a percentage of income are permitted;

## **Reporting**

Grant recipients are required to submit a written report, due 30 days from the end of the first year following receipt of the grant funds. The report shall describe how the grant funds were used and what accomplishments were realized by their use. Proposals must be solicited/due by July/August, distributed to foundation committee members for discussion and decisions made at the September meeting. At the September meeting, each organization that is awarded a grant is assigned a percentage of total income collected. Since the largest fundraiser is the Reverse Raffle, we will not know exact numbers until December. The awardees are notified that they are receiving a grant (giving approximate \$, all contingent upon \$ collected), and told they must send a rep to the installation dinner.

## **Annual Timeline**

Winter Meeting – bring new members up to speed, start identifying organizations to solicit, review previous year.

Spring/Summer Meeting – Finalize identifications, check status of voluntary donations

Fall Meeting - Review proposals, make funding recommendations

Installation Dinner – award checks!