



### Our Mission Statement:

*Long Realty Cares Foundation offers the promise of hope to those who need shelter, sustenance and comfort, and the commitment to serve the needs of the communities in which we work and live.*

Thank you for thinking of Long Realty Cares Foundation! For funding of a project or event, the attached grant request form must be filled out and submitted to our Board of Directors. Our Board meets monthly and accepts grant request submissions year round. Please review the remarks below.

Eligibility – to be considered for funding:

- Must have 501(c)(3) tax exempt status for not less than one year.
- Sponsor must sign the request and submit it to their Branch Office's Long Cares Board Member Representative.
  - o A Sponsor is a Long Realty agent or employee who is a member of Long Cares and is also involved in supporting the organization requesting funds, either through volunteering or funding.
- The Foundation funds organizations once per calendar year.
- Must include a budget for the program or event, and (if appropriate) sponsorship levels.
- A typed, rather than hand written, submission is appreciated.
- Must include a grant evaluation if Long Cares has previously funded the organization.

Policies & Procedures:

- The Mission Statement of the Long Realty Cares Foundation is viewed with a broad based outlook and interpretation so that we can impact our community on many disparate and worthy levels in our Southern Arizona communities.
- Long Realty Cares Foundation may not disburse funds for any purpose that includes religious or political teaching, promotion or advocacy.
- The Foundation is funded by the generosity of Long agents and employees through donations; therefore, the funding available to award each month varies.
- Organizations requesting funds from Long Cares for the first time generally do not receive funds that exceed \$1,000.
- Funds granted by Long Cares must be used for the specific event or project requested; otherwise, funds must be returned and a new grant may be submitted.
- The Board of Directors meets monthly, typically the third Friday of the month. If an organization receives funding, the check is mailed out the following week. Please be aware of these dates when submitting a request for sponsorship of an event.
- Requests should be submitted 60 days prior to the date funds are needed.
- To be considered in a specific month, grant request submissions are due on or before the first business day of that month.

Questions? Contact the Long Realty Cares Foundation office  
520-918-3757 | [msalvagio@longrealty.com](mailto:msalvagio@longrealty.com) | [www.LongRealtyCares.com](http://www.LongRealtyCares.com)



Long Realty Cares Foundation offers the "promise of hope to those who need shelter, sustenance and comfort, and the commitment to serve the needs of the communities in which we work and live."

### CHARITABLE GRANT REQUEST

Organization Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Mission Statement \_\_\_\_\_

\_\_\_\_\_

Organization Website Address: \_\_\_\_\_

Funding Level Requested \$\_\_\_\_\_ Date Needed \_\_\_\_\_

The section below is to be completed by a Long Companies sales associate or employee who is a contributor of the Long Realty Cares Foundation and the sponsor of this request.

**Sponsor:** Review and submit this request with the Foundation Board Member representing your branch office.

Signature of Sponsor \_\_\_\_\_ Printed Name of Sponsor \_\_\_\_\_ Office \_\_\_\_\_ Phone Number \_\_\_\_\_ Date \_\_\_\_\_

Sponsor: How do you participate in supporting the organization making the request? \_\_\_\_\_

How long have you been involved with the organization? \_\_\_\_\_

Has Long Realty Cares Foundation supported this in the past? If so, in what way and for how many years? \_\_\_\_\_

\_\_\_\_\_

Long Realty Cares Foundation Board Members representing Long Companies offices review requests each month. For a request to be considered in a particular month, it must be submitted to a Board Member by the first day of that month.

Long Cares Board Member Signature \_\_\_\_\_ Date: \_\_\_\_\_

**For a charitable request to be considered please return:**

1. Grant request form with all questions answered
2. Copy of your organization's 501(c)(3) tax determination letter
3. Copy of organization's annual financial statements or budget
4. Detailed written description of the project/event for which funds are being requested; if available, include project budget (specifically, like-kind donations & dollar value for an event)
5. Support materials that portray the mission of your organization

**\*Please Note:** If your organization receives funding, a Grant Evaluation must be submitted after the funds have been used in order for any future grant request to be considered.

*This application is duplicated for the review process. All documents submitted should be on 8½" by 11" paper with printed information on only one side. Please photo copy odd size pieces, such as brochures, and do not use staples.*

Michelle Salvagio  
Long Realty Cares Foundation  
900 E. River Rd. #202 • Tucson, AZ 85718  
(520) 918-3757 • [msalvagio@longrealty.com](mailto:msalvagio@longrealty.com)

Office Use Only  
Board Decision: \_\_\_\_\_

**Organization Requesting Funds:**

Description of Services/Length of Operation \_\_\_\_\_

---

---

---

Population Served/Area \_\_\_\_\_

---

Specific Project or Need That Request Will Fund \_\_\_\_\_

---

---

---

Who else in the community is doing the same type of work? \_\_\_\_\_

---

Are you working together with any organizations? \_\_\_\_\_

---

Do you have a matching donor opportunity? \_\_\_\_\_

---

Who are your other major supporters/investors? \_\_\_\_\_

---

---

What percentage of the funding goes to the program itself? \_\_\_\_\_

---

How Does This Fit Our Foundation Mission? \_\_\_\_\_

---

---

---



# GRANT EVALUATION

**\*Please Note:** If your organization receives funding, this Grant Evaluation must be submitted after the funds have been used in order for any future grant request to be considered.

1. Organization name: \_\_\_\_\_  
Mailing address: \_\_\_\_\_
2. Grant Coordinator's name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Date: \_\_\_\_\_
3. Description of the funded project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. What most influenced the direction and outcome of this project? \_\_\_\_\_  
\_\_\_\_\_
5. Did the project fulfill its objective? \_\_\_\_\_  
Describe the successes and any shortcomings of the project: \_\_\_\_\_  
\_\_\_\_\_
6. Was the funding your organization received in support of this project sufficient to carry out the activities? \_\_\_\_\_  
\_\_\_\_\_
7. What publicity, if any, did Long Realty Cares Foundation receive in conjunction with this project? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Do you intend to continue this project? \_\_\_\_\_  
If yes, what sources are you considering for future funding? \_\_\_\_\_  
\_\_\_\_\_
9. Please give constructive feedback regarding the Long Realty Cares Foundation funding process: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please return this report to:**

Attention: Michelle Salvagio  
Long Realty Cares Foundation  
900 E. River Rd. #202  
Tucson, AZ 85718

Phone: 520-918-3757  
msalvagio@longrealty.com  
*\*email request for electronic version*