

2021 Housing Grant Program

Submission Information



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How do I submit my application?

Submit by mail

- Applications must be postmarked on or before Aug. 23, 2021.
- Mailed applications **must** include four complete copies of the application form and four copies of the additional supporting application documents.
- Mail to:
 - Housing Grant Program
 - WHEDA Foundation, Inc.
 - P.O. Box 1728
 - Madison, WI 53701-1728

Submit online

- Applications must be submitted on or before 11:59 p.m. on Aug. 23, 2021.
- PDF documents are preferred.
- Please follow naming conventions below for documents.
- <https://www.wheda.com/about-wheda/wheda-foundation/housing-grant-program/application/application-form>

Naming conventions for online upload

- Please save your files using the naming conventions outlined here.

Required/Optional	Submission	Naming Convention	Example
Required	Completed Application Form	NameAPP	AbcHousingAPP
Required	Financial Statement (most recent Form 990, Audited Financial Statement, Wisconsin Department of Revenue Financial Report, or an Annual Financial Statement)	NameFinancial	AbcHousingFinancial
Required	Bidding or an Offer to Purchase (A minimum of two bids for each use of funds is required. If you are purchasing property, a signed offer to purchase is required)	NameBID1, NameBID2, etc. Or NameOffer2Purchase	AbcHousingBID1, AbcHousingBID2, etc. Or AbcHousingOffer2Purchase
Optional	Letters of Recommendation	NameLetters1	AbcHousingLetters1, etc.
Optional	Annual Report	NameAnnualReport	AbcHousingAnnualReport
Optional	Additional supplemental information	NameSupplemental1	AbcHousingSupplemental1, AbcHousingSupplemental2, etc.

Online submission

Step-by-step instructions



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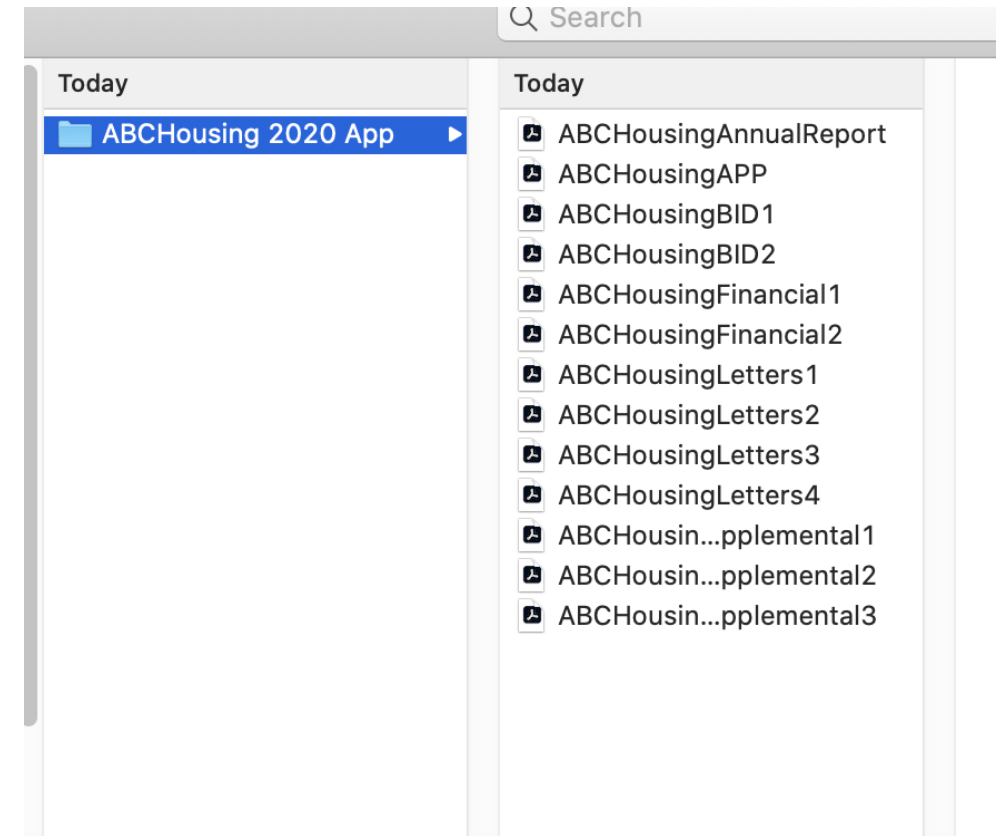
STEP 1: Organize your files

Make sure you have all your files in one spot and that they are saved with the correct naming convention.

The upload portal will accept multiple types of file formats, including PDFs, word, excel, jpegs, etc.

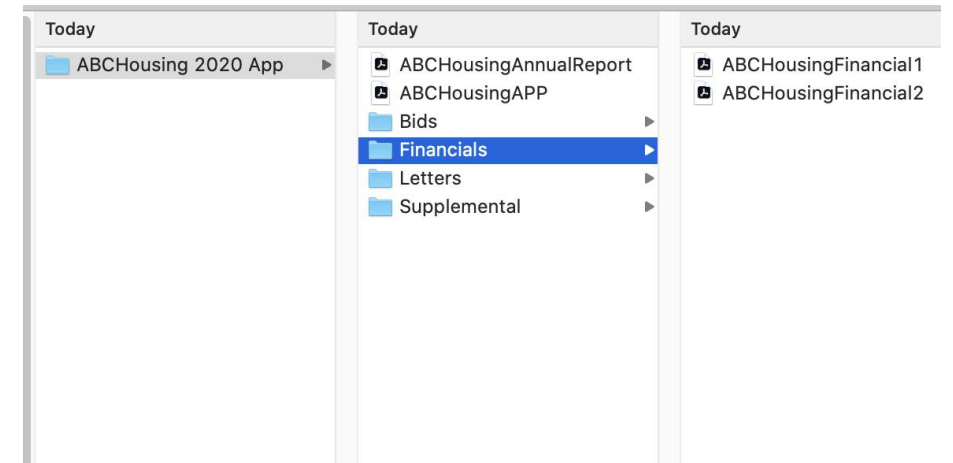
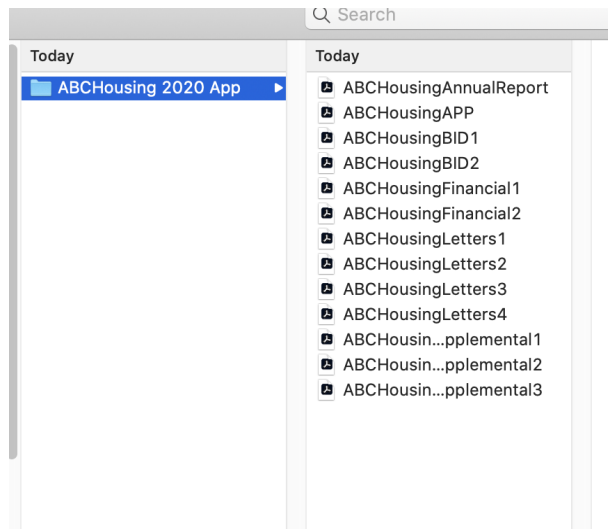
Tip: it is fine if you have more than one file for a specific application item. For instance, if you scanned in your completed application and each page is a different file, then organize them by adding a 1, 2, 3, etc. at the end of the name. For example, this could look like "ABCHousingApp1, ABCHousingAPP2," etc.

The upload portal will allow you to select multiple files at once.



Pro tip!

Tip: If you have multiple files for an application item, organize them in a sub folder. This will make it easier to select all the files you need to upload for a specific application item.



STEP 2: Begin upload process

- Submission form is located at: <https://www.wheda.com/about-wheda/wheda-foundation/housing-grant-program/application/application-form>.

Housing Grant Program Application Submission Form

Upload all application materials here.

File upload instructions

Browse to upload your files. You can upload multiple files in a single box. Just hold down the Ctrl key (Command key on MacOS) and select your files. For any technical issues, please email John Vogt at WHEDA.Foundation@wheda.com.

Name of Organization

Contact First Name

Contact Last Name

Email

Phone Number (numbers only, no spaces)

Upload Completed Application Form No file chosen

Upload Financial Statement No file chosen

Upload Bidding or an Offer to Purchase No file chosen

Upload Letters of Recommendation No file chosen

Upload Annual Report No file chosen

Upload Additional Supplemental Information No file chosen

STEP 2: Upload process (cont'd)

- All text fields are required.

Name of Organization

Contact First Name

Contact Last Name

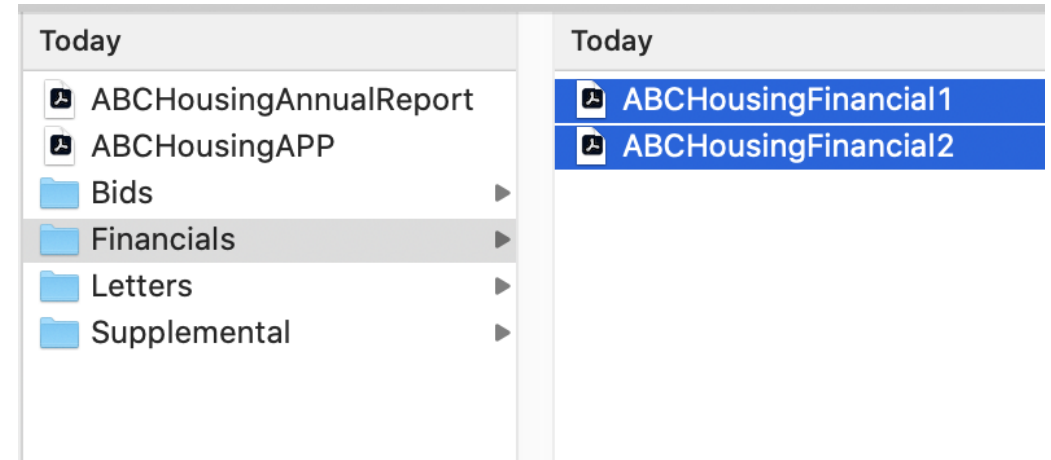
Email

Phone Number (numbers only, no spaces)

STEP 2: Upload process (cont'd)

Ctrl and select

- Begin upload of documents.
- Select "Choose Files," navigate to your file, select the file(s) you wish to upload.
- To upload multiple files, use the Ctrl key (Command key on MacOS) to select.



Upload Completed Application Form ABCHousingAPP

Upload Financial Statement 2 files

Upload Bidding or an Offer to Purchase No file chosen

of files uploaded

STEP 2: Upload process (cont'd)

- Before you hit submit, review the form and verify everything has been uploaded.
- The form will indicate the number of files uploaded for each item.
- If only one file has been uploaded, the name of that file will appear.
- Letters of recommendation, an annual report and supplemental information are not required items.

Name of Organization

Contact First Name

Contact Last Name

Email

Phone Number (numbers only, no spaces)

Upload Completed Application Form ABCHousingAPP

Upload Financial Statement 2 files

Upload Bidding or an Offer to Purchase 2 files

Upload Letters of Recommendation 4 files

Upload Annual Report ABCHousing...nualReport

Upload Additional Supplemental Information 3 files

Review

STEP 3: Submit

- Once you hit submit, you will not be able to go back and change your form.
- If something was missed in the upload, email them to WHEDA.Foundation@wheda.com.
- A message will appear under the form indicating that it was submitted successfully.

Housing Grant Program Application Submission Form

Upload all application materials here.

File upload instructions

Browse to upload your files. You can upload multiple files in a single box. Just hold down the Ctrl key (Command key on MacOS) and select your files. For any technical issues, please email John Vogt at WHEDA.Foundation@wheda.com.

Submit successfully.

Confirmation

Contact us for help

- Please contact us if you need any help navigating the upload.
- Questions can be sent to: WHEDA.Foundation@wheda.com.

John Vogt

WHEDA.Foundation@wheda.com

608-267-4543



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