

THE WHEDA FOUNDATION, INC.

2022 Housing Grant Program Information Packet



- Executive Director’s Announcement** – 1 page *(do not return with your submission)*
- Request for Proposals (RFP)** - 5 pages *(do not return with your submission)*
- Application Checklist** – 2 pages *(do not return with your submission)*
- Application Form** – prescribed format, 12 pages **(return with your submission)**

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Instructions

Applications may be electronically submitted on www.wheda.com.

Hard copy applications are still accepted. Applications submitted by mail are required to include (4) copies of the completed grant application form and four (4) copies of the additional support documentation listed below.

Additional supporting documentation that is required in your submission:

Include a minimum of two bids on the project specified to be completed, by the use of grant money. An Offer to Purchase is required if project activities involve the acquisition of property. Please email WHEDA.Foundation@wheda.com with any concerns with providing two bids.

Applicants must also submit their most recent audited financial statement, a Form 990/990-EZ/990-N or a Wisconsin Department of Revenue Financial Report (local governments). A nonprofit organized under Chapter 187 of the Wisconsin Statutes that is not required to file with the IRS must submit an annual financial statement. Application will be considered incomplete and will be rejected if required documents are not submitted.

Additional supporting documentation that may be included in your submission:

- Written evidence of commitment of funds listed on application Page 4, Sources of Project Development Funds.
- Up to four letters of support written expressly to support your project application to The WHEDA Foundation, Inc.
- Your organization's recent annual report that includes narrative program information and contributed income sources summary.
- A list of your organization's Board of Directors.

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APPLICATION SUBMISSION REMINDER

An application may be submitted electronically at www.wheda.com/wheda-foundation. **Mailed** applications must include 4 complete copies of the prescribed WHEDA Foundation application form and 4 copies of the additional supporting application documents.

Completed application packages must be postmarked or delivered no later than **August 26, 2022**.

Application packages **should be** stapled or clipped in upper left-hand corner. An application transmittal letter, cover page or index **is not required**. **Do not** submit application packages assembled in 3-ring binders, pocket folders or with spiral binding.