



Development and Preservation Fund Program Grant Application Preview

You will first be asked to answer a couple questions to ensure you receive the correct application.

Reminder: Only nonprofit organizations are eligible to apply for program grants.

Organization Information

- Organization Name
- Federal Tax ID (EIN)
- Unique Entity Identifier (UEI)
- Physical Address
- Mailing Address (if different)
- Website (if available)
- 501(c)(3) IRS Determination Letter – [upload](#)
- Anti-Discrimination Policy – [upload](#)

Organization and Program Leadership

- **Primary Contact** for application – Name, Title, Email, Phone
 - Please note: *All notifications will go to the email used to log in to Submittable when starting the application. Please ensure you log in and start the application using the preferred email for ongoing communications related to your funding request.*
- **Executive Director** (or equivalent role) – Name, Title, Email, if different from Primary Contact
- **Current Board of Directors** – Please list your current board members, including officer titles and professional affiliation, if applicable. Do not include contact information.
- **Program Staff** – Identify the specific staff who will be responsible for leading this program and describe their roles. Include years of experience, key accomplishments, and other information that demonstrates capacity to carry out the program. Please also include information on staff diversity and/or expertise related to affordable housing.
- **Organizational Chart** – [upload](#)

Organization Overview

- **Brief History and Mission** – Please provide a brief history and mission of your organization including your experience with affordable housing (defined as 120% area median income ([AMI](#)) or less).
- **Major Accomplishments** – Please describe your organization’s major accomplishments, particularly those that relate to the proposed program. If you are a new organization, please describe how this program supports your organizational goals.



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Program Overview

- Program Title
- Total Project Budget: \$
- Amount Requested from Front Porch Investments: \$
- Brief Program Summary (limit: 350 words; program overview and the needs it will address)
- Program Goals – select all that apply:
 - Financial education and counseling
 - Housing education and counseling
 - Other education or training
 - Workforce development and training
 - Language access
 - Physical accessibility
 - Pilot programming/innovation
 - Renovation/rehabilitation program
 - Planning/early program design phases
 - Expanding capacity related to affordable housing
 - Development of community resources
 - Other: _____
- **Program Timeline** – What is the timeline for this program? Please list significant activities, milestones, and dates.

Program Narrative

Program Impact

- **Assessment Alignment** – Describe how the program aligns with the findings in the [Omaha and Council Bluffs Area Assessment of Housing Affordability, Needs, and Priorities](#) and identify the specific gaps or needs you are addressing through this program.
- **Program Description** – Describe the proposed program and how it addresses the needs identified above.
- **Program Expansion** – How would the component(s) funded by Front Porch Investments expand the parameters or capacity of the current program and/or support the launch of a new pilot or program?
- **FPI Priorities Alignment** – Describe how the program aligns with [Front Porch Investments' strategic priorities](#).



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- **Beneficiaries** – Please describe the population you expect this program to serve, e.g., Black, Indigenous and other residents of color, families, single adult heads of households, residents with physical, developmental, or intellectual disabilities or other health concerns, older residents, residents for whom English is not a first or preferred language, or residents with chronic housing instability.
- **Community Benefit** – Describe the community benefit that will be derived from this program. For example, how will this program increase your organization's ability to provide services, increase economic opportunities and access to affordable housing, and improve quality of life in our community?
- **Participant Benefit** – How will this program benefit individual participants?
- **Best Practices/Innovation** – How will this program incorporate best/proven practices or demonstrate innovation, e.g., bringing new concepts to Omaha?
- **Outcome Measurement** – What does success look like? What outcomes will you measure, and how will those measured outcomes be reported or shared?
- **Partnerships** – Do you plan to partner on this program? If yes, please identify collaborators and key partners, and describe the goals of the partnership and partners' roles and responsibilities.

Accessibility and Engagement

- **Physical Accessibility** – How do you think about physical accessibility in this program? Who will your program be accessible to?
- **Community Engagement** – How have you engaged community members in the development of your program – particularly, but not limited to, people with low and moderate incomes who may benefit from this program? Please describe your community engagement activities and what you have learned.
- **Marketing and Recruitment** – How will you conduct community outreach and affirmatively and proactively market your program to ensure awareness among people with low and moderate incomes? Please describe past recruiting, marketing, and community outreach strategies as examples.
 - **Optional upload:** *Prior community outreach flyers or other materials*



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Financials

- **Organizational Budget** – **Upload** your organization’s operating budget (income and expenses) for the current and most recent fiscal year.
- **Organization Financials** – **Upload** three years of audited* financial statements and a year-to-date financial statement.
 - *Note: Organization-prepared financial statements need to be signed by an officer of the business or board.*
 - *If not required to conduct audits:
 - Submit three years of completed business tax returns or 990s and a year-to-date financial statement.
 - If the tax return is extended, please include a prepared financial statement for the most recent fiscal year.
 - Loan guarantee requirement – If you are a for-profit entity applying for funding:
 - Submit three years of your parent company's audits (or tax returns), a year-to-date financial statement, and current schedules of contingent liabilities and Real Estate Owned.
 - FPI requires both a personal and corporate guarantee with all approved loans for for-profit companies.
 - If the most recent fiscal year’s audit is not included, please explain.
- **Development Practices** – Please describe your fund development practices and how you ensure sufficient funds are available each year to support your organizational, program, and project budgets.
- **Program Budget / Sources and Uses** – **upload**
- **FPI Fund Use** – Specifically, how will Front Porch Investments’ funding be used to support this program? What components of this program will Front Porch Investments be supporting? Please affirm that, if awarded, Front Porch will be the sole funder of this component.
- **Request Rationale** – Please provide rationale for the amount of your request from FPI.
- **Funding Sources** – Please outline other funding sources you have committed, have currently pending, or anticipate exploring for this program. For pending requests, when do you expect a decision to be finalized?
 - Please list in the following format: Entity – Request – Status – Expected decision date
- **Organizational Commitment** – What is your organization’s financial commitment to the program? Include any in-kind or volunteer services, if applicable.
- **Scalability** – If full funding is not available, is this request scalable? If so, please describe and ensure that your program budget reflects this by—for example—providing a cost per training or rehabbed home.