



Development and Preservation Fund Planning Grant Application Preview

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

Application Note: Most fields do not contain word or character limits. This allows you to write what you need without worrying about cutting down words to fit or adding unnecessary fluff to reach an excessive goal. Please keep your written responses clear and concise, while making sure to fully address each question.

SECTION 1: ORGANIZATION INFORMATION

- **Organization Name**
- **Federal Tax ID (EIN)**
- **Physical Address**
- **Mailing Address** (if different)
- **Website** (if available)
- **501(c)(3) IRS Determination Letter** – **upload**
- **Anti-Discrimination Policy** – **upload**
- **Brief History, Mission, and Accomplishments** – 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). Additionally, summarize any major accomplishments, particularly those that relate to the proposed request. If you are a new organization, briefly describe how this request supports your organizational goals.

SECTION 2: ORGANIZATION 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.
- **Organizational Chart** – **upload**
- **Project Staff** – Identify the specific staff who will be responsible for leading this planning initiative and describe their roles. Include years of experience, key accomplishments, and other information that demonstrates capacity to carry out the goals of this project. Please also include information on staff diversity and/or expertise related to affordable housing.



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SECTION 3: PROJECT OVERVIEW

- **Project Title**
- **Total Project Budget:** \$
- **Grant Amount Requested** from Front Porch Investments: \$
- **Brief Project Summary** (high-level overview of the planning initiative; limit: 200 words)
- **Planning Grant Goals** – select all that apply:

Project-Based:

- Rehabilitation
- New construction
- Acquisition
- Home ownership
- Rental
- Multifamily
- Single-family
- Missing middle (2-20 units)
- Workforce housing (80-120% AMI)
- Adaptive reuse
- Accessibility design or modification
- Planning/early project design phases
- Addressing valuation gaps
- Mobile/manufactured housing preservation and infrastructure assistance
- Other: _____

Program-Based:

- 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: _____

- **Project Timeline** – What is the timeline for this planning initiative? Please list significant milestones and dates. A table will be provided for you to complete, listing events/activities and anticipated dates.

SECTION 4: PROJECT NARRATIVE

Project Impact

- **Assessment Alignment** – Describe how this initiative 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 hope to address. How has this need been identified, and what evidence supports it?



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- **Project Description** – Describe the proposed planning initiative and how it addresses the needs identified above. What inspired or necessitated the initiation of this project, and what are the specific goals and objectives you hope to achieve?
- **FPI Priorities Alignment** – Describe how the project aligns with [Front Porch Investments' strategic priorities](#).
- **Beneficiaries** – How will this benefit individual participants, if applicable? Please describe the population you expect this project 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 planning grant. For example, how might this initiative increase your organization's ability to provide services, increase economic opportunities and access to affordable housing, and improve quality of life in our community?
- **Best Practices/Innovation** – How will this project 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? For example, design plans for a future affordable housing development, published reports resulting from planning studies, etc.
- **Partnerships** – Do you plan to partner on this project? If yes, please identify collaborators and key partners, and describe the goals of the partnership and partners' roles and responsibilities.
- **Community Engagement** – How will you engage community members in this planning initiative? Please describe your community engagement activities and what you hope to learn through this process.

SECTION 5: FINANCIALS

- **Organizational Budget** – **Upload** your organization's operating budget (income and expenses) for the current and most recent fiscal year.
- **Organization Financials** – **Upload** your most recently completed audit* and a year-to-date financial statement. If the most recent fiscal year's audit is not included, please explain.
- **Project Budget** – **Upload** your budget as relates specifically to this planning initiative. Clearly indicate which line items would be solely funded by FPI through this grant (e.g., highlight, asterisk, label, etc.).
 - If you have preliminary budgets or financial documents for programs or projects resulting from or impacted by this planning grant, please include them here as well.
- **FPI Fund Use** – Specifically, how will Front Porch Investments' funding be used to support this planning initiative? What components of this project will Front Porch Investments be supporting? Please affirm that, if awarded, Front Porch will be the sole philanthropic funder of this component.



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- **Request Rationale** – Please provide rationale for the amount of your request from FPI.
- **Funding Sources** – Please outline funding sources you have committed, have currently pending, or anticipate exploring for this initiative (including your FPI request). For pending requests, when do you expect a decision to be finalized?

A table will be included with the following sections to complete:

Funding Source	Source Amount	Status	Expected Decision Date
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- Specific table guidance:
 - Update Status with one of the following: *Pending, Committed, Applied for, or Not yet applied for*. Also identify if an LOI/term sheet has been issued.
- **Organizational Commitment** – What is your organization’s financial commitment to this initiative? Include any in-kind or volunteer services, if applicable.
- **Scalability** – If full funding of your request cannot be awarded: Is this project scalable? If so, please explain.
- **Sustainability** – Please describe your fund development practices and how you will ensure sufficient funds are available to support future plans related to or resulting from this project. What strategies are in place to address potential challenges to sustainability?
- **Affordable Housing Development** – Is this request tied to early plans or design for a future affordable housing project (development and/or preservation)?
 - If yes, indicate if a site has been identified and the current status of ownership. If you do not currently hold site control, please outline the plan for acquisition or highlight any existing partnership agreements that ensure the progression of this development.
- **Additional Information** – An optional narrative field and upload box will be available if there is additional information pertinent to share not captured in the above questions.