



Greenville Housing Fund’s Nonprofit Sponsorship Requirements for the Homeowner Preservation Program Participation

List of Sponsor Requirements Checklist

<u>Document Required</u>	<u>Description</u>	<u>Completed</u>
HOPP Sponsor Application	Application which can be found @ www.greenvillehousingfund.com	
Community Support Letters	At least one Letters of Support from Community Organizations should be attached to the application	
Organization Information	<ol style="list-style-type: none"> 1. Certificate, Charter OR Articles of Incorporation 2. Bylaws 3. Service Area Map 4. Board Information 5. Organizational Chart 	<ol style="list-style-type: none"> 1. ____ 2. ____ 3. ____ 4. ____ 5. ____
Proof of Housing Experience	Documentation of Organization involvement with at least one (1) full year of Housing experience	
Lead Staff Information	<ol style="list-style-type: none"> 1. Proof of at least one (1) full time employee 2. Resume (or experience) of staff person to lead HOPP 	<ol style="list-style-type: none"> 1. ____ 2. ____
Financial Status	<ol style="list-style-type: none"> 1. Current IRS Status 2. Status of Good Standing from SC Secretary of State 3. Financial Statements 4. Tax Returns OR Most recent IRS Form 990 or Audit 	<ol style="list-style-type: none"> 1. ____ 2. ____ 3. ____ 4. ____

***Applicants may submit duplicate information provided to other funders for similar programs.**

Submitting Funding Applications:

Applications for HOPP Funding are accepted on an ongoing basis as funds are available.

Applications may be delivered by email or by hand delivery as follows:

tammie@together-consulting.com

107 W. Antrium

Greenville, SC 29607

Applications may be obtained at www.greenvillehousingfund.com:

Sponsors must submit one (1) original application and one (1) copy in paper format. Electronic versions will be acceptable.

Forms: All necessary application and program forms can be downloaded at www.greenvillehousingfund.com