



CLCLT Homeowner Opportunity Fund

Application Process:

- Applicants must fill out a written application. The written application will be reviewed by the homeowner committee and the staff of CLCLT and follow up questions will be addressed via phone or email. A majority of the committee and staff need to agree that the proposal should be funded in order for the applicant to be granted their request.
- A lottery system process will be utilized if there are more approved requests than grants available per quarter.
- Applications must be detailed with specific request, how this request adheres to the Opportunity Fund guidelines and have all the pertinent information included in request. For example, for vendor pay, time line, due date for funds requested, expected completion goal date.
- Applicant has five business days to respond to committee questions.
- Applicants who are not approved may apply again during application acceptance time frames.

Committee Protocol:

- Only completed applications will be reviewed by the committee.
- CLCLT staff will forward all completed applications to Homeowner Committee via email within one week of application deadline for the Homeowner Committee to review.
- Committee will review and forward any clarifying questions to CLCLT staff. Questions from homeowner committee must be clarifying questions to assist in the decision process.
- Questions regarding the request will be put in written form and given to the applicant for response one week prior to committee meeting.
- Applicant has five business days to respond to committee questions.
- Homeowner Committee will review and finalize decisions of applications at quarterly committee meetings.
- Committee makes decision based on the Opportunity Fund Protocol and Application Process.
- Committee will approve up to three grantees per quarter.
- Committee will give applicant approval decisions in written form once quarterly applications have been reviewed and approved within five business days. Committee Meets January, March, May, July, September, and November.

Approved Applicants:

- Once approved, within six months, applicant will communicate in written form with Homeowner Committee completion of goal and or status of how fund is assisting achieve longer term goal.
- Applicants agree to be interviewed for CLCLT publications regarding the Opportunity Fund.

For more questions please email sheng@clclt.org or call at 612.594.7150. Applications can be emailed or mailed to Sheng Vang, CLCLT, 1930 Glenwood Ave, Minneapolis, MN 55405.



City of Lakes Community Land Trust Opportunity Fund Application

Thank you for your interest in the CLCLT Opportunity Fund! The Opportunity Fund is available to CLCLT homeowners and their spouse, partner or dependents. The Opportunity Fund will support one-time fees for trainings, conferences, books, tuition, and business development *that provide an opportunity for the applicant to work toward a goal that would further their ability to create wealth or build assets for their household or better the community.* Households can receive one Opportunity Fund grant per year, and the maximum grant amount is \$500¹. Applications should be submitted to CLCLT at least 45 days before funds are needed; however, applications may be processed more quickly in special circumstances. Payments will be made directly to the organization or vendor, when possible.

We will follow up with questions via email or phone if clarification or more details about your application are needed. We will let you know within three working weeks, unless otherwise specified if your application has been accepted. CLCLT will ask the Opportunity Fund recipient to provide feedback after the Opportunity Fund has been used, which will include a brief written report and may include a presentation about your experience to the Homeowner Committee.

Please complete the following application. Completed applications may be emailed to sheng@clclt.org or mailed to: Sheng Vang, CLCLT, 1930 Glenwood Avenue, Minneapolis, MN 55405.

APPLICATION

1. Name of individual requesting funding: _____

2. Contact Information (email, phone number and mailing address):

3. If not homeowner, relationship to homeowner and name of associated homeowner:

4. Amount requested: _____

5. Date needed by: _____

6. What will the funds be used for? _____

¹ Or as long as funding is available.

7. How will this investment help you achieve personal, financial or academic goals for you or your community? _____

8. Have you ever received an Opportunity Fund before? Yes No

9. Please submit a brief budget. _____

10. Documentation from the sponsoring organization or supplier explaining the event or item (a conference schedule, abstract of a book, a class syllabus or description, etc). _____

Print Name

Signature

Date



2023

JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
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29	30	31				

MARCH

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MAY

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JULY

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SEPTEMBER

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NOVEMBER

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FEBRUARY

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APRIL

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JUNE

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AUGUST

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OCTOBER

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DECEMBER

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Notes:

- Pay Day
- Check Requests Due by 5pm
- Check Disbursement

Office Closed For:

- Jan 16: Martin Luther King Jr Day
- May 29: Memorial Day
- Jun 19: Juneteenth
- Sep 4: Labor Day
- Nov 7: Election Day

Special Events:

- Feb 13: Winter Tubing TBD
- Jun 24: Annual Picnic
- Nov 16: Annual Meeting

Federal Holidays

Other Administrative Dates

- Apr 17: Open enrollment | medical insurance
- Jun 30: Jeff's last day
- Oct 15: Open enrollment | FSA

Floating Holidays:

Invoices submitted:
 by the 1st will be paid on the 10th
 by the 15th will be paid on the 25th