

Application Information

National Association of REALTORS®

2017 Broker Involvement Program Grant Application

Purpose:

The Broker Involvement grant supports local and state REALTOR® associations to create Broker activities that align with the Broker Involvement Council's purpose to recruit, retain, educate and engage Brokers and their agents participating in NAR's Broker Involvement Program.

Date of Event:

Name of Broker Involvement Program Grant (one-line description):

Financial Support Requested: \$

Estimated number of Broker attendees for the event

Association Name:

Address:

City:

State:

Zip:

Total Number of Association Members:

Applicant Contact Information:

Name:

Phone:

Email:

Association AE/GAD Contact Information (if different from above):

Name:

Phone:

Email:

Current Number of Brokers in Broker Involvement Program:

Current Number of Brokers in association:

Name of Broker Involvement Council member:

Email Broker Involvement Council member:

Please note that by applying for funds through the NAR Broker Involvement Program, the association agrees to accept counsel and advice from NAR, including, but not limited to, alternatives or alterations to their application and plan prior to being awarded funding.

Please describe your Broker Involvement grant idea.

1. In this description, clearly indicate what and how your idea will meet the Broker Involvement Criteria, including promotional activities, time, location and how many Brokers will be invited. To qualify for funding the idea must focus on recruiting, retaining, engaging and educating Brokers and their agents on advocacy issues at the federal, state and/or local level that affect the real estate industry and align with your local and state association goals.

2. How will the implementation or successful completion of your Broker Involvement idea advance the Brokers and their agents' knowledge of NAR advocacy programs as well as increase the advocacy participation at the local, state and federal levels?

3. What tangible success can be measured upon the successful completion Broker Involvement grant? How will you measure a return on investment with this idea? Please explain.

4. What factors or dynamics exist that could pose challenges to the success of this idea?

5. Please provide a specific budget and timeline for your idea. Include the resources your association plans to contribute to the implementation of this grant, both financial and staffing (in kind) resources. It is important to be very realistic about expected vendor costs, fees, marketing budgets, speaker fees or anything else that can affect the success of your project.

The table below is optional:

REVENUE	
Broker Involvement Grant (enter requested amount)	\$
Contribution from your association (do not include staff-time or in-kind donations)	\$
Contribution from other REALTOR® association(s)	\$
Contribution from non-REALTOR® collaborating partners	\$
Admission fee/tickets	\$
Other (specify):	\$
Other (specify):	\$
Total Revenue	\$ 0

EXPENDITURES	
Venue rental	\$
Catering/refreshments	\$
Marketing	\$
Speaker fees	\$
Speaker expenses (travel, lodging, meals)	\$
Printing (training manuals, handouts, etc.)	\$
Other (specify):	\$
Total Expenditures	\$ 0

6. Does your Broker Involvement idea involve only your association or do you anticipate engaging other REALTOR® Associations (state or local), coalition partners, and related industry groups, the general public or other entities? Please explain.

7. It is important for states and locals to share their successes with one another and allow others to modify the event or activity for their own members. How could your idea adapt to different geographic regions and different REALTOR® associations across the country?

8. Has your association applied for funding for THIS activity from any other NAR grant program including Smart Growth, Diversity, Issues Mobilization, RPAC, or Game Changer?

Yes No If yes, provide the following information:

To which grant program did you apply:

When did you apply:

How much funding was requested:

How much funding was awarded:

9. State and local REALTOR® associations shall only use resources provided by the NAR REALTOR® Party Program within their association’s territorial jurisdictions as set by NAR.

Does the proposed activity adhere to the stated requirement? Yes No

NOTE: Application must either be submitted by the Association Executive or the Association Executive must be copied on the submission.

Please email completed forms and any further documentation to:

Jim MacGregor at jmacgregor@realtors.org

Expiration of funds

Offer to fund proposed project expires one year from date of award approval if the proposed project has not been initiated.

Reimbursement Details

Funds awarded as a Broker Involvement grant will be awarded through the following reimbursement processes:

1. If your application is approved, NAR will refund expenses up to the grant allocation. Your application must be sent to NAR four weeks before your event takes place otherwise your grant will not be considered.
2. NAR is willing to fund activities that will generate tangible results; NAR will not fund recognition nor awareness activities through this grant program.
3. The association will submit to NAR proof of money spent totaling the amount of the grant award.
4. Acceptable forms of proof of money spent include an invoice from a vendor, a signed contract with a consultant/speaker, receipts for items purchased, and cancelled checks.
5. The request for reimbursement must be made within 90 days of the completion of the activity for which the grant was awarded.
6. In order to receive reimbursement up to the allocated grant amount, you must also submit a completed evaluation form that will be sent to you once you are approved. We ask the evaluation form be submitted within 30 days of your event.
7. Once all documentation is received, NAR will send to the association a check in the amount of the incurred costs.