



REALTORS® RELIEF FOUNDATION (RRF) *Grant Guidelines*

ELIGIBILITY

Eligible grant applicants include state and local REALTOR® associations, as well as an Institute, Society or Council (ISCs) of the National Association of REALTORS® that is spearheading a particular relief effort.

Eligibility Requirements:

- a. All grant requests must be for an emergency that has been declared a major disaster by the affected city, county/parish, state, or federal governing agency.

The unfortunate reality is that the need from disasters is growing, and funding is limited. When tragedies happen outside of our scope, we are hopeful that state and local association foundations, along with the REALTOR® community, will help to fill the need – knowing that RRF is ready to provide support when larger disasters happen.

- b. Grant requests are not accepted from individuals.
- c. Entire application must be completed and include all requested supporting documentation to be considered for a grant.

HOW TO APPLY

The following steps must be completed to begin the application process:

Step One: Review these guidelines and read the “Application Content” Section (below) to familiarize yourself with the information and questions needed for completing your application.

Step Two: Contact RRF Grant Program Director to schedule a phone conversation and review your request/eligibility.

Patty Garcia

Director, Dues Compliance and REALTORS® Relief Foundation Services

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Step Three: After your phone discussion, if eligible, you will be sent the official grant application. Please complete application fully, sign (being sure to include all required supporting documentation) and return within thirty (30) days from receipt of application.

Step Four: Once you completed application is received, your request will be reviewed by the RRF Board at their next scheduled meeting. The RRF Board schedules discussions weekly, when possible, to respond to grant requests quickly.

Step Five: Once approved, RRF will work with your association to identify the best way for grant distributions to be made to people from the impacted community who have applied to your association for relief.

Grant Requirements:

- a. The approved grant must be used for the purpose(s) intended.
- b. No administrative costs may be deducted from the grant (100% of the granted funds must be distributed directly to the disaster victims).
- c. No compensation costs may be deducted from the grant.
- d. Unused portions of grant funding shall be returned to RRF to be available for other disaster needs.
- e. Grant funds received from RRF must be made available to all applicants in the impacted areas and cannot be restricted to only your REALTOR® members.

All grants are contingent upon the availability of funds.

APPLICATION CONTENT

Section One: Requests information on the applying organization, type of disaster, amount requested and key association contact for your request.

Section Two: Summarize the disaster situation (Describe the extent of damage/loss, area(s) affected, estimated number of families impacted). Please provide as much detail as possible.

Section Three: Specific questions regarding your association's disaster relief effort. These include:

- How does your plan of action meet the criteria for RRF grant funding? (Describe your plan).
- Describe how you association will raise funds in your own area to support this effort.
- What eligibility requirements will you consider in approving applications that you receive for disaster relief from the community?
- Maximum amount you will approve per applicant?
- What is your deadline to accept/process applications and distribute any grant funds awarded?
- Who comprises your review/decision team and how will the process be administered?
- How will you distribute funds to victims (mail checks, deliver checks utilizing your REALTOR® members, etc.)?
- Describe the level of REALTOR® involvement to occur in your relief efforts.

For Questions Regarding RRF Grants, Please Contact:

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