

Evaluation: Broker Involvement Grant

Association Name:

Association Executive:

Association contact information:

Name:

Phone:

Email:

Number of Members: _____

1. What activities or set of activities (program, event, meeting) were implemented to achieve your Broker Involvement grant:

2. How did you fulfill and measure the following objectives of the Broker Involvement grant:

A. Recruitment (i.e. # of brokers recruited): _____

B. Retention (i.e. # of current participants invited and # attended):

i. How will you continue to involve them in state and/or local real estate issues?

C. Engagement (ie level of involvement before activity vs level of involvement now):

i. What were the specific message(s) delivered? By whom?

ii. Did you distribute any REALTOR Party materials or other advocacy information? If yes, please list them below. Please share a copy with NAR.

D. Education of Brokers and their agents on advocacy issues at either the federal or state and local level (i.e. Type of REALTOR issues discussed, materials distributed).

i. What issue(s) were discussed?

- ii. Did the Brokers find value in the advocacy message?**

- iii. How will Brokers in your state and their agents be more involved as a result of this program?**

- iv. Did you survey the Brokers after your program/event? What type of feedback did you receive? Please share the survey with NAR.**

- v. Your proposal said Brokers will be able to take the information back to their individual offices for discussion with their agents. Do you know how they shared the advocacy information with their agents?**

- vi. Have you followed up with Brokers since this program/event? How have you followed up with them and what have you learned? If not do you plan to follow up?**

3. Going forward, how will you continue to build a culture of advocacy with the Brokers?

4. Did you make changes to the program/event mid-stream, if necessary, to insure the program's success? If yes, what were those changes?

5. Did you have enough time to complete your Broker Involvement Grant?

6. Please tell us how the grant monies were utilized.

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

7. Are there other resources that you needed, but didn't have, to complete the program or event?

8. Would you schedule this Broker program/event again? Why or why not?

9. 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? What advice would you give another local/state association that was interested in applying for a Broker Involvement Grant?

10. Please provide a short summary of the event, along with either pictures from the program or a sample invitation, flyer, or email so NAR may show other associations how the Broker grant has been utilized.

Reimbursement Details

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

1. NAR will refund expenses up to the grant allocation.
2. NAR is willing to fund activities that will generate measurable results.
3. The association will submit to NAR proof of payment for expenses up to the amount of the grant award.
4. Acceptable forms of proof of expense payment include paid invoice(s) 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 60 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.

Expiration of funds

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