

POLICIES AND PROCEDURES FOR THE NATIONAL ASSOCIATION OF REALTORS®
RPAC FUNDRAISING PARTNERSHIP GRANT PROGRAM

I. **PURPOSE OF THE RPAC FUNDRAISING PARTNERSHIP GRANT PROGRAM**

- a. NAR will provide direct financial support through a grant application process to State/Local Associations and wholly owned NAR subsidiaries for RPAC fundraising assistance to facilitate meeting their fundraising goals.
- b. This Program is limited to states with campaign finance laws that do not ban the use of corporate money to pay for RPAC fundraising activity. Applications must only request grant funds for activity that is in compliance with these stated policies as well as federal, state, and local laws.

II. **FUNDS ALLOTTED**

- a. State associations are allotted \$15,000
- b. Local associations are allotted funds based on association size. See chart below:

	Size	Allocation
Small	Fewer than 500	\$5,000
Medium	500 – 1,999	\$5,000
Large	2,000 – 6,999	\$10,000
Mega	Over 7,000	\$15,000

III. **PROGRAM ACTIVITIES**

- a. For purposes of the NAR RPAC Fundraising Partnership Grant Program (“Grant” or “Program”), a fundraising event or activity is defined as an activity that solicits and collects RPAC investments.
- b. The Grant is designed to help increase RPAC fundraising receipts and RPAC participation by helping requesting Associations achieve tangible results.
- c. Associations that receive Grant approval must notify NAR of event date changes and cancellations as soon as such changes are known.
 - i. Grants are awarded in the year requested. Therefore, if a Grant is approved for an event, but the event is pushed to the following year, the Grant may not receive funding and may be subject to reapproval by the Committee.
- d. The Grant is to support an applicants’ efforts to increase RPAC investments and involvement amongst the requesting applicants’ general membership. e.g. YPN, new investors, lapsed investors.
- e. Grant requests are due 30 days prior to the date of the event
 - i. Long Term Fundraising Campaigns (i.e. email campaigns, inter-association competitions) – 30 days prior to start date, not the date the winner is announced
 - ii. Dues Billing Fundraising Campaigns – 30 days prior to start date.
 - iii. The application will be applied to the year in which the reimbursement is processed. Funds will be counted against that year’s allotment. i.e. If a campaign starts October 2019 but does not end until January 2020, the grant is a 2020 grant.

IV. **ACTIVITIES OUTSIDE THE SCOPE OF THE GRANT PROGRAM**

- i. Grant requests for transportation or accommodation costs related to a fundraising event.
- ii. Grant requests exclusively targeting RPAC Major Investors.
- iii. Grant requests for an event or activity hosted, run, managed or facilitated by an association or entity other than the requestor.
- iv. Grant requests for “thank you” or RPAC awareness activities.
- v. Events or activities that do not directly raise RPAC funds.
- vi. Grant requests that do not conform to the NAR Advocacy Territorial Jurisdiction policy (copy found here: <https://realtorparty.realtor/tools-resources/territorial-jurisdiction.html>)

V. APPLICATION PROCESS

- a. Applications must be submitted 30 days prior to the event date or the start date of a long-term campaign.
 - i. Applications submitted within 30 days of a fundraising event must include a written explanation for tardiness to be submitted with the application for consideration by the RPAC Trustees approval committee.
- b. NAR will only consider complete Grant requests.
- c. Grant requests are reviewed for compliance with the Grant policy. All Grants not in compliance with the Grant policy will be reviewed by the Grant Approval Committee.
- d. Grant requests must articulate raising three times more than the grant amount requested, and describe how the requestor will achieve the fundraising goal. Requestors are encouraged to include as much detail as possible including dates, past fundraising figures, description of how the requested Grant funds will be spent, etc.
- e. Grant requestors that previously received a Grant may apply again. The prior fundraising performance of previous Grant recipients will be considered when reviewing current Grant requests. Requested Grant funds may not be provided in full to those requestors that failed to raise three times the requested amount in previous Grant requests.
- f. NAR staff reserves the right to ask requestors for more information concerning its Grant request.
- g. Separate Grant requests are required for each fundraising event.
- h. Grant requests are approved on a rolling basis.
- i. Grant requestors will be contacted by NAR staff within 20 days of receipt of the request.
- j. Review
 - i. NAR Staff reviews and makes decisions regarding Grants under \$5,000.
 - ii. The Grant Approval Committee reviews and makes decisions regarding all Grants over \$5,000.
 - 1. The Grant Approval Committee consists of the REALTOR Party Fundraising Liaison, RPAC Fundraising Trustees Chair, RPAC Fundraising Trustees Vice Chair, RPAC Participation Council Chair, and three rotating RPAC Fundraising Trustees.
 - iii. Grants deemed not in compliance with the Grant policy will be reviewed and decided upon by the Grant Approval Committee.
 - iv. NAR Staff will send the requestor an email detailing whether the Grant is approved or denied. Grant approval is contingent on the requestor’s affirmed receipt of the approval email.

I. REIMBURSEMENT PROCESS

- a. Requestors must complete the whole reimbursement form to receive funds and include:
 - i. Receipts for all expenses to be reimbursed
 - ii. Proof of funds raised as a direct result of fundraising efforts in either the PAC Management System or by submitting an Excel Document.
- b. Reimbursement form must be submitted 30 days after the event date, activity end date or by the RPAC transmittal year-end deadline for that year, whichever date comes first. Failure to do so may result in reimbursement denial.
- c. NAR will reimburse no more than the approved grant amount.
- d. All reimbursement must be finalized (requested and paid) within the calendar year they are granted. Failure to do so will result in the Grant not being reimbursed.
- e. Reimbursement discrepancy issues must be brought to NAR's attention within the same calendar year the association received the reimbursement.
- f. Grant funds used to pay for fundraising prizes and entertainment costs may only be reimbursed in full if the event raised three times the cost of the prizes and entertainment. Failure to raise three times the cost of prizes and entertainment will result in the reimbursement equaling one-third of the total funds raised.
- g. NAR will only reimburse for events that were approved through the Grant program.
- h. Reimbursements will be processed to NAR's finance department within 30 days of NAR receiving all required documents.