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**Chapter Grant Application**

**PURPOSE:** The purpose of the grant is to strengthen and grow chapter membership through education and networking opportunities.

**APPLICATION MATERIALS:** An application form and the chapter self-assessment checklist

**QUESTIONS AND WHERE TO SEND APPLICATION:**

National Association of Residential Property Managers

638 Independence Parkway, Suite 100

Chesapeake, VA 23320

P: 800-782-3452

[Info@narpm.org](mailto:Info@narpm.org)

**APPLICATION DEADLINE:** November 30, of the application year

**EVENT DEADLINE:** December 31, of the application year

**PROCESSING TIME:** Applications will be reviewed and approved within 30 days of application

**SELECTION CRITERIA:**

* Chapter demonstrates need based on member services committee recommendation. Need is defined as the ability to grow the chapter through education and networking
* New Chapters can also to help defray costs for President or President-Elect to attend NARPM® Leadership Toolbox Training session at the Regional Conferences.
* Project fulfills purpose of strengthening and growing chapter membership through education and networking
* Project encourages participation of unassigned members within a 100 mile radius
* Project extends benefit to other local chapters
* Priority will be given to chapters partnering on a project
* Project is efficiently structured
* Past grants have achieved desired outcomes
* The weight of financial assistance from other NARPM® sources shall be considered (i.e., new chapter support, struggling chapter support, etc.) and budget completed (appendix A)
* Maximum amount to be awarded is $500
* Back up information on event/project is to be submitted with this application and once project is completed, documentation showing financial outcome of project must be presented to NARPM® National that includes copies of paid bills. If documentation is not presented, chapter will forfeit any use of grant money from National for the next two (2) years.
* Chapter event must occur at least 30 days after grant application has been received. No applications will be reviewed after an event has taken place
* The Committee will approve grants in fourteen (14) days but do that the right to extend approval time if needed. If such extended time is required applicant will be notified. Grant payments will not be sent to applicant until all final documentation has been received.
* Grant may also be used to build a membership campaign for the Chapters and for use to become affiliate members of local REALTOR organizations if necessary.
* Grant cannot be used to subsidize dues. If chapter is doing a membership recruitment event contact NARPM® National staff for details

***Thank you for your commitment to NARPM® Excellence!***

**NARPM® Chapter Grant Application**

**Date of Application:**

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|  |  |
| --- | --- |
| Chapter Name: |  |

|  |  |
| --- | --- |
| Address where check should be sent: |  |

|  |  |
| --- | --- |
| Person Requesting Grant: |  |
| Chapter Position: |  |
| Email: |  |
| Phone: |  |
| Date of Event: |  |
| Event Title: |  |

Describe the event:

|  |  |
| --- | --- |
|  | |
| Amount requested (not to exceed $500): |  |

Give full details on how chapter grant funds will be used

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|  |

(Use additional sheet if needed)

What measurable outcome will be achieved?

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**Must have received Chapter Compliance in order to receive grant funding**

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President signature Date

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| --- | --- |
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Treasurer signature Date

**If this event is for a membership drive, also fill out the application for membership drive dues discounts which can be applied for by chapters once a year. Form can be found at** [**http://www.narpm.org/members/tools/chapter-services/chapters-general-info/**](http://www.narpm.org/members/tools/chapter-services/chapters-general-info/%20) **under Chapter Grants**

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**APPENDIX A**

|  |  |  |
| --- | --- | --- |
| **Projected Budget for the Event/Grant** | | |
| **Anticipate Income** | **Notes** | **Income** |
| Meeting Registration Fee |  |  |
| Sponsorship |  |  |
| Other Income – Explain |  |  |
| Other Income – Explain |  |  |
| Other Income – Explain |  |  |
| **Total Income** |  |  |
|  | | |
| **Anticipated Expenses** | **Notes** | **Expenses** |
| Instructor Fee |  |  |
| Instructor Travel Expenses |  |  |
| Meeting Room Rental |  |  |
| Food/Beverages |  |  |
| Marketing Costs – Explain |  |  |
| Misc. Expenses – Explain |  |  |
| Misc. Expenses – Explain |  |  |
| Misc. Expenses - Explain |  |  |
| **Total Expenses** |  |  |
| Net Profit/Loss |  |  |
|  | | |
| Amt of Grant Requested |  |  |
| Explanation notes for budget: | | |
|  | | |
|  | | |
|  | | |

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