



National Association of Residential Property Managers

Chapter Growth Grant Application

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

APPLICATION MATERIALS: Application form, backup information substantiating expenses

QUESTIONS AND WHERE TO SEND APPLICATION:

National Association of Residential Property Managers
1403 Greenbrier Parkway, Suite 150
Chesapeake, VA 23320
P: 800-782-3452
grants@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:

- Maximum amount to be awarded is \$500.
- Chapter demonstrates need to grow the chapter through education and networking.
- Grant may also be used to build a membership campaign for the Chapters and to become affiliate members of local REALTOR organizations if necessary.
- Project should encourage participation of unassigned members within a 100 mile radius.
- Project may extend benefit to other local chapters.
- Project should be efficiently structured.
- The weight of financial assistance from other NARPM® sources shall be considered (i.e., new chapter support, struggling chapter support, etc.) and budget completed.
- 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.
- Grants will be approved within fourteen (14) days but NARPM retains 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 cannot be used to subsidize dues. If chapter is doing a membership recruitment event contact NARPM® National staff for details.
- New Chapters can also help defray costs for President or President-Elect to attend NARPM® Leadership Training sessions.

Thank you for your commitment to NARPM® Excellence!

NARPM[®] Chapter Grant Application

Date of Application:

Chapter Name:

Address where check
should be sent:

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

Describe the event:

Give full details on how chapter grant funds will be used

(Use additional sheet if needed)

What measurable outcome will be achieved?

Must have received Chapter Compliance in order to receive grant funding

President signature

Date

Treasurer signature

Date

If this event is for a membership drive, also fill out the Chapter Membership Drive Grant application for membership dues discounts which can be applied for by chapters once a year. Form can be found at www.narpm.org/members/tools/chapter-services/chapter-grants.

Please remember: 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.

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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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