



Grant Application Directions and Guidelines

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www.arello.org/foundation
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ARELLO® Foundation Grant Application Guidelines

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Grant Submission and Review Process Timeline

<u>Date</u>	<u>Event</u>
January	Solicitations of Proposals for Funding
June 30	Deadline for Request Submissions
July 31	Notification to grant applicants of approval or denial

Complete Grant Request Applications may be submitted electronically to grants@arello.org

Guidelines for Grant Request Application

2.1 PURPOSE

Grants by the ARELLO® Foundation shall:

- Support research, development, and implementation of educational projects
- Sponsor educational programs
- Promote the development of public protection service announcements
- Enhance the development, administration and enforcement of programs and projects directly related to real estate regulation.

2.2 ELIGIBILITY

Groups eligible to participate in grant competition are:

- ARELLO® Standing Committees
- ARELLO® Districts
- Individual ARELLO® Member Jurisdictions
- Public and private nonprofit education institutions
- Nonprofit real estate associations, societies, and organizations

2.3 SCOPE AND REQUIREMENTS

- All grants awarded must begin in the calendar year in which they are approved.
- Grants must be in compliance with ARELLO® Foundation's Policies and Procedures and Bylaws. Ownership of any material produced shall be retained by the Foundation unless addressed in the grant proposal and approved by the Foundation.
- A budget of projected income (if applicable) and expenditures must accompany the Grant application and support the project as described. Any change in the project must be approved by the ARELLO® Foundation Board of Trustees. Any unused funds at the end of the project will be returned to the Foundation.
- If the project is to be completed by the end of the calendar year in which the Grant is awarded, evaluations and accounting for funds must be completed within 30 days of project completion. (Grant Recipient's evaluation form included as a part of this application.)
- If the project is a multi-year project, progress reports by the Grant recipient must be made to the Board of Trustees at the Mid-Year and Annual ARELLO® conferences until project completion, at which time a project evaluation and accounting for funds should be completed within 30 days. (Grant Recipient's evaluation form included as a part of this application.)
- Failure to complete a project evaluation, to account for funds or to provide proper reports to the Board of Trustees will cause the recipient to be ineligible for future Grants.
- If Grant applicant is other than an ARELLO® Standing Committee, District or Member Jurisdiction, a copy of the organization's most recent financial statement must be attached.

2.4 CRITERIA FOR PROJECT/PROPOSAL EVALUATION

Complete grant applications will be reviewed based on the following criteria:

- Originality of the project
- Demonstrated educational innovation
- Clear evidence of the benefits
- Goals that are well articulated, attainable, and measurable
- Timeline and/or activities to achieve the goals
- Accountability of funds detailed in budget request
- Evaluation plan, including measurable indicators of success
- Strongly supports ARELLO® jurisdictions in the administration and enforcement of real estate license laws to protect public interest

2.5 APPLICATION REVIEW AND SELECTION PROCESS

- The Board of Trustees serves as the Grant Committee. For a list of the current Foundation Trustees, please visit the [ARELLO® website](#).
- At the close of the application deadline, ARELLO® Foundation Secretary-Treasurer will provide applications electronically to the Board of Trustees for evaluation together with a Scoring Matrix.
- Applications that are complete, meet the stated criteria and are received on time will be reviewed subject to the same review criteria.
- Once applications are reviewed, scored, and recorded, the Board Chair will notify the grant recipients and announce via the ARELLO® website and *Boundaries* the successful recipients with a summary of the project.

2.6 RESPONSIBILITIES OF GRANT RECIPIENT

- Grant funds must be used for the purpose described in the Grant Application.
- Fully implement the project and complete evaluation and accounting within 30 days of project completion.
- For multi-year grants, recipients must report project status to the Board of Trustees at Mid-Year and Annual Conferences. As with all grants, upon project completion, Grant recipient shall file a project evaluation and final accounting within 30 days.
- All grants awarded must begin in the calendar year in which they are approved.

2.7 FUNDING PROCESS

- When a grant is awarded, funds allocated at grant approval shall be 50% of the total approved. The remaining balance will be disbursed upon successful completion of the project, unless otherwise stated in the original proposal and approved by the Foundation.
- Based upon need, grants may be awarded in whole or in part, subject to available funds. (The Foundation is limited to distributions not to exceed 10% of the fair market value of all Foundation assets as valued on December 31 of the prior calendar year.)

ARELLO® Foundation Grant Request Application Form

(Deadline for Application Submission: June 30. Incomplete applications will not be considered)

Grant Request #	Amount Requested: \$
Program/Project Title:	
Group(s) Making the Grant Request (include all partners):	
Contact Name:	
Contact Address:	
Contact Email Address:	
Contact Telephone Number:	Contact Fax Number:
If you are an Organization Other Than an ARELLO® Committee, District or Member Jurisdiction, are you a Tax-Exempt Organization? <input type="checkbox"/> 501(c)3? <input type="checkbox"/> 509(a) <input type="checkbox"/> Other	
If "Other", Explain:	
Summarize the proposed project or educational program:	
Summarize the Mission/Goals of the project or educational program:	
Benefits: Describe the need for the project and provide data that supports the request.	

Objective: State measurable objectives and benefits for the project.	
Primary target population to be served:	
Timeline: (Activities to Achieve Goals and Timeline) Describe benchmarks for project completion.	
Evaluation Plan: (Measurable indicators of success; expected results; methods and procedures to achieve goals)	
Is This a Multi-Year Project? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If “Yes”, what period of time does your funding request cover?	
Program/Project Budget (attach detailed budget):	
Income (if applicable):	\$
Expenditures:	\$
Are there other funding sources for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If “Yes”, please list those sources:	
Signature of Contact for the Project:	
Name:	Title:

Completed Grant Applications must be submitted on or before the deadline date of June 30 to:

grants@arello.org

Incomplete applications will be returned without consideration

APPENDIX

ARELLO® Foundation—Grant Recipient’s Evaluation Form

(To be submitted within 30 days of project completion)

The Board of Trustees of the A_{RELLO}® Foundation congratulates you as a recipient of a Foundation Grant. Please provide us with information on your project’s success along with any digital photographs you may have available, with the understanding that any such photographs may be used in promoting the mission and purpose of the A_{RELLO}® Foundation.

Please complete this form, attach any other documentation and digital photographs you feel will be beneficial and forward to grants@arello.org.

Date:	
Grant Recipient Contact Name:	
Grant/Project Title:	
Grant Amount Received:	\$
Provide a brief description of your project:	
Briefly describe how you measured the effectiveness of your project and your results:	

Tell us at least one specific story/incidence of how your project benefited your target population.

Did you find it necessary to make any changes from your original request? Yes No
If “Yes”, please explain.

Were there any unanticipated benefits?

Please provide/share any additional information regarding your grant that you think would be of interest to the Board of Trustees and others.

Grant Recipient Signature

Date