



ARELLO® FOUNDATION GRANT APPLICATION PACKAGE

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ARELLO® Foundation Grant Application Guidelines

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Grant Submission and Review Process Timeline

Grant applications are reviewed on a rolling 30-day basis with feedback provided. Complete Grant Request Applications may be submitted electronically to grants@ARELLO.org.

Guidelines for Grant Request Application

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.

ELIGIBILITY

Groups eligible to participate in grant competition are:

- ARELLO® Standing Committees
- Individual ARELLO® Member Jurisdictions
- Public and private nonprofit education institutions
- Nonprofit real estate associations, societies, and organizations
- Other organizations at the discretion of the Board of Trustees

SCOPE AND REQUIREMENTS

- All grants awarded must begin within six months of the date 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 within one calendar year, 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.)
- 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 or Member Jurisdiction, a copy of the organization's most recent financial statement must be attached.

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

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](#).
- After the grant application is received, ARELLO® Foundation Secretary-Treasurer will provide applications electronically to the Board of Trustees for evaluation together.
- 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, discussed, 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.

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.
- All grants awarded must begin within six months of the date they are approved.

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.

ARELLO® Foundation Grant Request Application Form

(Please fill out all fields. Incomplete applications will not be considered)

Date:	Amount requested (USD\$):
Program/project title:	
Group(s) making the grant request (include all partners):	
Contact name:	
Contact address:	
Contact phone:	Contact email:
Is your organization tax-exempt? If yes, please provide the IRS code [i.e. 501(c)(3)]:	
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: Describe benchmarks for project completion:	
Evaluation plan: Provide measurable indicators of success, expected results, methods and procedures to achieve goals.	
Is this a multi-year project?	If yes, what period of time?
Program/project budget (attach a detailed budget):	
Income (if applicable) (USD\$):	Expenditures (USD\$):
Are there other funding sources for this project? If so, please list:	
Signature of project contact:	
Print name:	Title:

Submit your application to grants@ARELLO.org. Incomplete applications will not be considered.