The Leonard P. Reaume Memorial Foundation

Information for Grant Applications

# **About the Foundation**

The Leonard P. Reaume Memorial Foundation was established in 1996 by Mrs. Renee Reaume to honor her late husband Leonard and, in particular, his commitment and contributions to the field of international real estate. Leonard P. Reaume was a former President of the National Association of REALTORS® and of the International Real Estate Federation.

# **Purpose and Objectives**

The Directors of the Foundation intend to devote the resources of the Foundation to seek and support appropriate educational programs. The programs/activities to be supported must have each of the following characteristics:

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| International | Programs receiving support must have an international character, either because they are provided to or of interest to individuals in one or more countries other than the U.S., or because they involve information or services related to international real estate transactions and issues. |
| Educational | Special consideration and preference is given to those programs which support the particular needs and desires of individuals in the early stages of their real estate careers. However, programs supported by the Foundation may benefit professionals in all stages of their real estate careers. Programs receiving support must be educational, with special consideration and preference for programs with courses which build upon one another, take a comprehensive approach to learning, and ensure the continued professional development of members over the course of their real estate careers. |
| Local Instructors and Learning | ***Special consideration will be given to programs that develop a cadre of trainers capable of providing education to your association members.*** Such development of future trainers could be through specific training programs for trainers. Or, providing opportunities for aspiring instructors to assist trainers in developing and delivering courses to your members by functioning as workshop leaders. Other “on the job training” opportunities may also be considered. The goal is to reach more learners with content specific to the needs of their region and market. The Reaume Foundation believes this can best be achieved by having local people involved in the creation and delivery of education programs. |

**Discover more about the Foundation at** [**https://www.nar.realtor/reaume-foundation**](https://www.nar.realtor/reaume-foundation)

# **Grant Application Instructions**

Please combine all documents listed below into **one single PDF file** when sending. There will be five main portions of your submission:

1. Grant Application Summary *(attached)*
2. Grant Proposal *(template attached)*
3. Brief Country Profile *(region where program will be held to create impact)*
4. Additional Supporting Documentation
   * Copy of U.S. Treasury Dept. letter certifying your 501(c)(3) status *(U.S. applicants only)*
   * Copy of organization’s budget for current fiscal year
   * Copy of latest audit or financial statement
   * Listing of Board of Directors and affiliations
   * List of current sources of funding
5. Detailed Project Budget

## **What to Include in Written Proposal**

Please be precise and use bullet points where possible. A template has been provided for your use at the end of this packet.

* **Organizational Background.** Brief description of the mission, history, background and capabilities of your organization (word limit: 200)
* **Purpose of Project or Program.** What will be accomplished? (word limit: 100)
* **Statement of Need.** Can program be completed without a Reaume grant? What problems will be addressed and solved? (word limit: 100)
* **Relevance.** How does the project relate to the purposes and objectives of the Foundation? (word limit: 200)
* **Implementation.** How will the project be carried out? (word limit 200)
* **Collaboration.** How will the applicant work with others? What are other sources of support? (word limit: 100)
* **Program Sustainability.** How will the program be sustained in the future? (word limit: 100)
* **Staff.** What are the capabilities of those responsible for the project?
* **Evaluation plan.** How will results be evaluated? (word limit: 100)

# **Application Deadlines**

The board meets at the two regularly scheduled business meetings of the National Association of REALTORS®. Deadlines for applications to be considered at each of these meetings are listed below. Applicants will be offered the opportunity to briefly present their proposal at the meeting (virtual or in-person).

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| --- | --- |
| NAR Midyear Meetings: **April 10** | NAR National Convention: **October 10** |
| Applications received **after** April 10 will be reviewed in November.  Applications received **after** October 10 will be reviewed in May (Midyear). | |

## **Inquiries and Proposals**

Please direct inquiries and proposals to Karen Williams by email at [kwilliams@nar.realtor](mailto:kwilliams@nar.realtor).

Please review the **Information for Grant Applications** document for additional guidance and information required in the proposal. Responses provided below must be typed. Review the application checklist and send completed grant application package to Karen Williams at [kwilliams@nar.realtor](mailto:kwilliams@nar.realtor).

|  |  |
| --- | --- |
| 1. **Applicant Information** | |
| Name of Applicant Organization |  |
| Number of Members the Organization Serves |  |
| Address |  |
| Contact Person’s Name and Title |  |
| Phone (incl. Country Code) |  |
| Email |  |
| Name of Executive Director/President/CEO |  |

|  |  |
| --- | --- |
| 1. **Project Information** | |
| Project Title |  |
| Brief Description of Project *(50-word limit)* | |
|  | |
| Client Group to be Served |  |
| Approximate number of agents that this project will positively impact |  |

|  |  |
| --- | --- |
| 1. **Project Details and Financials** *\*All currencies listed must be converted into U.S. Dollars (USD)* | |
| * 1. Anticipated Project Period *(provide MM/YY-MM/YY)* |  |
| * 1. Your Organization’s Annual Budget | $ |
| * 1. Total Project Cost | $ |
| * 1. Amount Put Forward by Your Organization | $ |
| * 1. Total Amount of Other Funding Sources | $ |
| * 1. Details about Other Funding Sources *(required if $ is more than 0 in 3.E)* | |
|  | |
| * 1. Amount Requested from the Reaume Foundation | $ |
| * 1. Total Amount Previously Received from the Foundation *(enter 0 if none)* | $ |
| * 1. Details on funds previously received from the Foundation *(project name(s), date(s), amount(s) – required if $ is more than 0 in 3.H)* | |
|  | |
| * 1. Please confirm that your organization can accept funds from the United States if your organization were to receive a grant from the Foundation *(Yes/No)* |  |

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| --- | --- |
| 1. **Checklist for Complete Grant Application Package** | |
| ☐ | Grant Application Summary *(this document)* |
| ☐ | Grant Proposal *(template provided)* |
| ☐ | Brief Country Profile *(as it pertains to real estate in your country or in the country where proposed project would take place)* |
| ☐ | Additional Supporting Documentation   * Copy of U.S. Treasury Dept. letter certifying your 501(c)(3) status *(U.S. applicants only)* * Copy of organization’s budget for current fiscal year * Copy of latest audit or financial statement * Listing of Board of Directors and affiliations * List of current sources of funding |
| ☐ | Detailed Project Budget |

|  |  |
| --- | --- |
| **Submitted By** | |
| Organization Executive Director/President/CEO *(please sign)* |  |
| Name *(please type)* |  |
| Date *(MM/DD/YYYY)* |  |

**Thank you for your interest in a Reaume Foundation grant!**

Confirmation of receipt of your grant application will be sent within 2 business days.

|  |  |
| --- | --- |
| **Name of Applicant Organization** |  |
| **Project/Program Title** |  |
|  |  |

# Organization Background

*Provide brief description of the mission, history, background, and capabilities of your organization. Word limit: 200*

# Purpose of Project/Program

*What will be accomplished? Word limit: 100*

# Statement of Need

*Can program be completed without a Reaume grant? What problems will be addressed and solved? Word limit: 100*

# Relevance

*How does the project relate to the purposes and objectives of the Foundation? Word limit: 200*

# Implementation

*How will the project be carried out? Word limit: 200*

# Collaboration

*How will the applicant work with others? What are other sources of support? Word limit: 100*

# Program Sustainability

*How will the program be sustained in the future? Word limit: 100*

# Staff

*What are the capabilities of those responsible for the project? Word limit: 100*

# Evaluation Plan

*How will results be evaluated? Word limit: 100*