

Tips & Best Practices for Grant Applications

Step One: The Application

- Apply early, even if your event is months away. As the program grows, grant approval will become more competitive later in the fundraising year.
- Make your application as clear and concise as possible. Bullet points are fine.
- Keep your overall costs low. Though this is not a requirement, the strongest applications are ones where total costs—including the grant—are as close to the 1/3 figure as possible. For example a grant request for \$2,000 with a goal to raise \$9,000 should try to keep extra costs below \$1,000 (\$2,000 grant + \$1,000 extra costs = \$3,000 total cost or 1/3 of the \$9,000 goal).
- To keep costs low, consider partnering with neighboring boards or affiliates or enlisting sponsorships (within state law).
- Avoid applying for the same grant for the same event year after year. Add a new twist to make your application stronger.
- Use NAR RPAC staff as a resource to make your application as strong as possible. Please contact RPAC Staff at rpacpartnership@realtors.org or 202-383-1286.

Step Two: You've been approved! Now what?

- Save your receipts. You will need these in order to be reimbursed. For fastest processing, submit your [Evaluation Form](#) (emailed to you in your approval email) and receipts as one combined PDF.
- Make every effort to reach your fundraising goal, however, if you do not reach it you can still apply for reimbursement in the full amount for which you were approved (with receipts). NOTE: Past performance will be considered for all subsequent grant applications.

- If your association fails to apply for reimbursement within 30 days of your event please contact RPAC Staff at rpacpartnership@realtors.org. You will still be eligible for reimbursement, though it may be delayed.

Other Tips:

- Associations can apply for multiple grants in the same fundraising year (past performance will be considered) as long as the total amount to be reimbursed for the grants together is fewer than or equal to \$5,000.
- Pool your bargaining power with other area associations to apply for one large grant. For example, three state associations could hold a regional conference and receive \$15,000 in funding if they have a solid fundraising plan to raise \$45,000.