



# SOUTHERN ADIRONDACK REALTORS® , INC.

*The Voice for Real Estate- Since 1959*

## Graduate, REALTOR® Institute (GRI) Grant Application

**Dear REALTORS® Member,**

Applications are now being accepted for the SAR **Graduate, REALTOR® Institute (GRI) Grant Program**. Please print this form and use. The applications are also available at the SAR office and by request through email to [AE@SouthernADKRealtors.org](mailto:AE@SouthernADKRealtors.org). Below is an overview of the Grant program. Please carefully review the GRI Grant Application Guidelines, Procedure for Submission for Reimbursement and other pertinent information found in this packet.

### Amounts of Reimbursement provided under this program:

- For a NAR approved, GRI designated class: a reimbursement of up to \$150 for travel expenses may be granted.

### Eligibility Requirements:

- SAR REALTOR® Primary\* member in good standing for a minimum of 2 years *\*pays NAR/NYSAR dues through SAR association*
- Must have attended at least 2 other SAR hosted educational programs within the past two years prior to grant application. This would include but not be limited to; Breakfast of Knowledge, Lunch of Knowledge, Lunch & Learn Session.
- Be willing to speak briefly about their GRI Course experience to peer REALTORS® at a SAR hosted program or event if requested
- Must be current with Code of Ethics mandatory training as required by NAR.

### GRI Grant Application Guidelines & Procedure:

1. A member must fill out a **GRI** grant application in order to be considered.
2. The request for a **GRI** grant must be received no less than 14 days before the event date to be considered.
3. If the grant request is approved, a "Reimbursement Request Packet" must be turned in according to the Procedure for Submission for Reimbursement within 30 days of the event date.
4. Members can only qualify for reimbursement if they stay for the full length of the class, and **a copy of the certificate of class completion must be obtained** and included with the Reimbursement Request Packet.
5. Reimbursement Request Forms must be submitted following these guidelines:

#### Reimbursements that *may* be covered under the allotted grant are:

- **Mileage** (a start point of the SAR Office to event location using Google Maps printed out must be included with request for reimbursement to be considered) Mileage is reimbursed at the stated IRS approved annual per mile rate for any given year. *Mileage reimbursement is only considered when trip is 60 miles or more one way.*
- **Meals, snacks, beverages** (non-alcoholic only)
- **Hotel costs**

### **Procedure for Submission for Reimbursement:**

- The "Reimbursement Request Form" must be submitted along with ORIGINAL and detailed paid receipts from the categories noted above. Original receipts will not be returned because of IRS reporting requirements of

SAR. Handwritten receipts or proof of expenditures will not be accepted. Credit card receipts that are not detailed will not be accepted.

- The Reimbursement Form, certificate of class completion and receipts must be submitted within 30 days of the attended event date. Failure to submit within 30 days will forfeit reimbursement.
- The SAR reserves the right to limit the reimbursement based on receipts provided and does not automatically guarantee full reimbursement if receipts are insufficient or fall into unqualified categories.

**Additional considerations:**

1. The Scholarship Sub-Committee reserves the right not to award any **GRI** grants in any given year due to fund availability.
2. Applicants must agree to allow SAR to take their photo and/or do a press release for the association newsletter or other news or social media platforms regarding their attendance at the class.
3. This **GRI** Grant may only be used for travel associated with taking a GRI course and not combined in any way or used at the same time with any other SAR grants or stipends.
4. An individual member will only be reimbursed up to a maximum total amount of \$500 for any/all travel expenses to take **GRI** courses.

**PLEASE FILL OUT THE INFORMATION BELOW to complete your GRI Grant Application**

I, \_\_\_\_\_ [print applicant name] am submitting this **GRI Grant Application** , having read and understood all the above criteria and guidelines of the Southern Adirondack REALTORS®, Inc. By signing below I agree to the following conditions:

- GRI Grants must be requested no less than 14 days before the event date to be considered.
- A Reimbursement Request packet must be turned in according to the Procedure for Submission for Reimbursement within 30 days of the event date before a reimbursement check will be issued to me.
- A copy of the certificate of class completion must be turned in, and I will stay the full length of the class.
- Grant Recipients must agree to allow SAR to take their photo and/or do a press release for the association newsletter or other news or social media platforms regarding their attendance at the class.
- I agree to be willing to speak briefly about my GRI Course experience to peer REALTORS® at a SAR hosted program or event if requested

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Applicant Email Address:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Brokerage:** \_\_\_\_\_

**Name & Location of NAR-approved GRI Class:** \_\_\_\_\_

**Name & Date of 2 SAR Educational Programs attended w/in the last 2 years:** \_\_\_\_\_

**Date of last Code of Ethics Training:** (Please attach completion certificate) \_\_\_\_\_