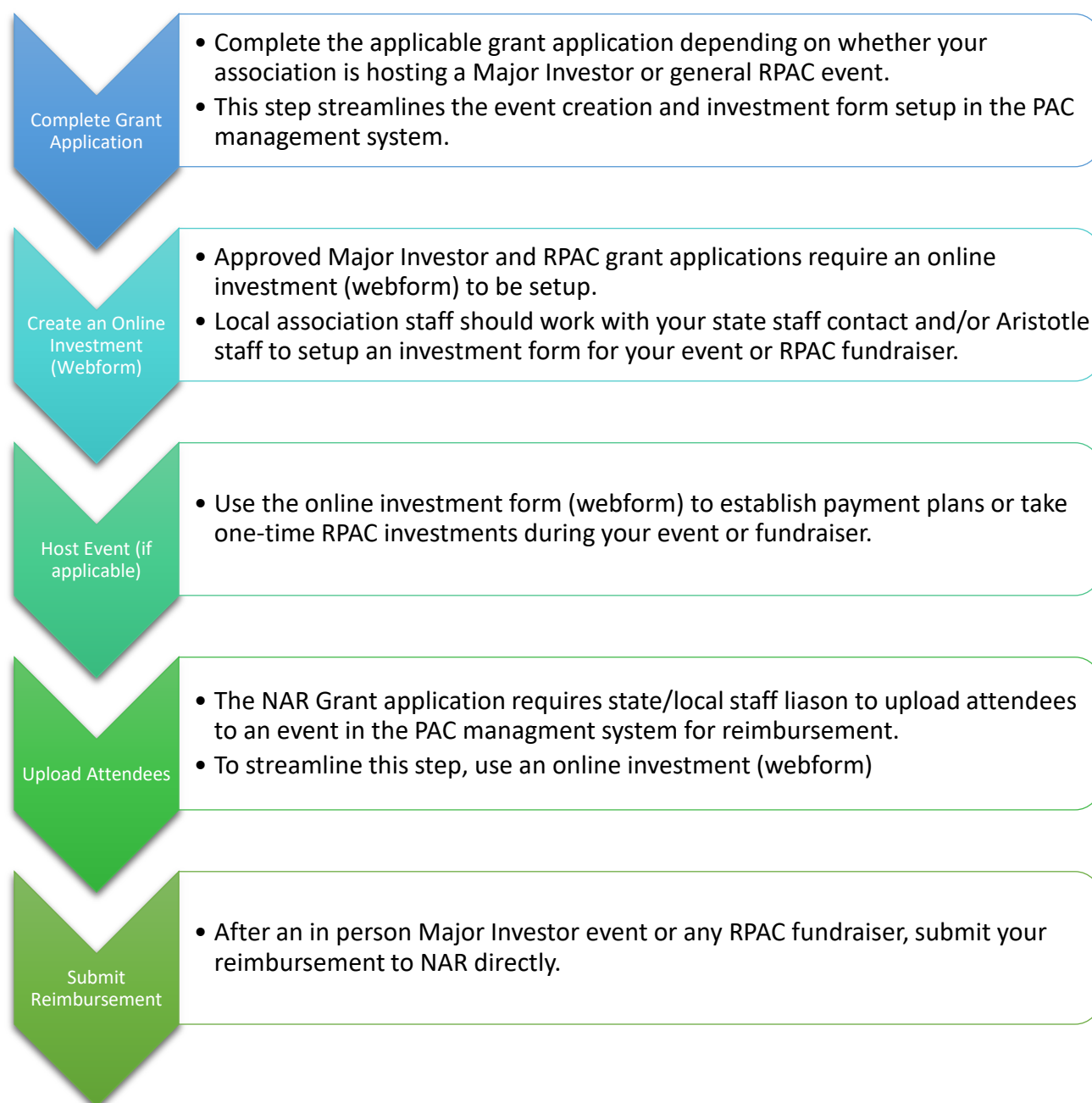


NAR GRANT APPLICATION OVERVIEW

NAR Grant Application Overview

To streamline the process for obtaining reimbursement from the NAR Grant program, whether for Major Investor or general RPAC grants, it is essential for state or local association staff to follow specific steps. The detailed overview and checklist provided below will guide you through the necessary actions to take before and after your grant approval, ensuring a smooth and efficient reimbursement process.



1. Depending on the type of event or RPAC fundraiser you plan to host ensure you fill out the appropriate application form.
 - a. For a Major Investor Event Grant application click [here](#).
 - b. For a General RPAC Event/Fundraiser application click [here](#).
2. The online grant application process streamlines the event creation in the NAR PAC Management system.
 - a. The application will create an event for you.
 - b. If an event has already been created prior to the selected application, on Question #2 select “Yes” and choose your event.
3. An NAR Grant application requires an online investment form (webform) to be created as part of the application and reimbursement process.
 - a. Local association staff or volunteers should work with your state staff liaison to create a form unless otherwise already created prior to the application.
 - b. If an online investment form (webform) has been created, on Question # 4 select “Yes” and choose your form name.
 - c. If you are unsure, select “I don’t know” and NAR staff will be notified when the completed application is submitted.
 - d. Refer to guide **Creating Investment Forms (Webforms)** for a tutorial on creating investment forms.
4. Once the application is approved and a date and venue have been selected, host your event.
 - a. **Handy Hint:** Use the online investment form (webform) to process your RPAC investments and attach attendees to an event in the PAC management system.
 - b. Ensure you have 1 or more laptops available to take credit card payments.
 - c. Event materials, nametags, etc. include member ID. This will make credit card processing more efficient.
5. After the event or RPAC fundraiser, association staff are required to upload attendees in the PAC management system prior to NAR reimbursement.
 - a. Refer to guide **Grant Application Reimbursement – Adding Attendees** for a tutorial
6. Submit reimbursement directly to NAR
 - a. For Major Investor events click [here](#).
 - b. For General RPAC Grant Reimbursements click [here](#).

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