



FUNDING REQUEST GUIDELINES

The Land Education Foundation (LEF) of the REALTORS® Land Institute Board of Trustees will review all submitted funding request applications.

Requests for funding will be considered based upon the following guidelines:

The Land Education Foundation of the REALTORS® Land Institute Trustees will only grant funds to the following types of organizations, individuals and events providing education and services within the structure of the purpose and mission statement of the Land Education Foundation as stated in the bylaws of the Foundation.

•**NON-PROFIT ORGANITIONS** that have obtained federal tax exempt status pursuant to Internal Revenue Code Section 501(c)(3).

- a. The Foundation will not grant funds to organizations or groups that are not tax exempt, non-profit organizations.
- b. Organizations / groups requesting funds must be self-sufficient and capable of funding their internal operating expenses. The Foundation prefers to grant funds to be used for identifiable programs and projects. The Foundation will not normally grant funding to organizations to be used for their regular operating expenses.
- c. Applicants are limited to one funding request each calendar year. (Exceptions may be made with Trustee approval if need for education courses or course revisions is established and verified)
- d. If the requesting organization/group is affiliated with another organization or Government agency, please provide written consent from that organization with the funding application. That organization will only be entitled to one grant application per calendar year.
- e. All required documentation (receipts, billing statements, 3rd party bids, etc.) must accompany the application.

•**INDIVIDUALS**

- a. Funding request application must be completed in its entirety and signed by the applicant. The Foundation will not consider uncompleted funding request applications.
- b. All required documentation (receipts, billing statements, 3rd party bids, etc.) must accompany the application.
- c. Applicants are limited to one funding request per year.

•**EVENTS**

- a. Funding request application must be completed in its entirety, and signed by the group/sponsor. The Foundation will not consider uncompleted funding request applications.
- b. The Event or Program must adhere to the purpose and mission of the Foundation and stated in the bylaws and provide education programs or services contributing to the wise utilization of Land.
- c. All required documentation (receipts, billing statements, 3rd party bids, etc.) must accompany the application.

Note: All applications for funding must adhere to the purpose and mission as outlined in the bylaws of the Land Education Foundation of the REALTORS® Land Institute by providing education programs or services contributing to the wise utilization of Land.



APPLICATION – FUNDING REQUEST

The following Organization, Group or Individual submits this application to The Land Education Foundation (LEF) of the REALTORS® Land Institute Board of Trustees for funding consideration. The submitting Organization, Group or Individual confirms all of the information within the application is complete, timely and accurate.

1. Name of Requesting Organization, Group or Individual: _____

2. Address of Requesting Organization: _____

3. Is the Requesting Organization, Group or Individual affiliated with another organization or government agency? If yes, identify full name of affiliated organization. (written permission from affiliated group / agency to be submitted with this application)

4. Describe the Purpose and Use of the Funds

5. Name of the Requesting Organization/Group, Board of Directors, Officers or Committee who have authority to approve this request. (written approval may be submitted with this application)

6. Dollar Amount Requested: _____ Total Project Cost: _____

8. Total Funds Raised to Date from Other Sources for Proposed Project: _____

9. Sources of Funds Raised to Date for the Project:

10. Description of Project for which Funds will be used:

11. How does this Project benefit the Education and Wise Utilization of Land and promote Land Education?

Please note: All Request For Proposals (RFP's) from 3rd Party Vendors (bids or statements submitted for the project cost) and Final Vendor Billing Statement must be submitted with application.

I am the authorized representative of the Requesting Organization, Group or Individual. I certify to The Land Education Foundation (LEF) of the REALTORS® Land Institute Board of Trustees all the information submitted is true, accurate and complete to the best of my knowledge and that I have full authority from the Requesting Organization to request funding on its behalf.

Contact Person's Name: _____

Telephone: _____

Email Address: _____

Signature of Authorized Representative: _____

Date: _____

**Additional pages may be added to this application to provide more complete funding request information. Please send completed application to: