

**GRAND RAPIDS ASSOCIATION OF REALTORS®  
REALTORS® COMMUNITY CRISIS RESPONSE FUND  
GRANT GUIDELINES AND POLICIES (PHASE I)  
Revised (August 2015)**

**Mission Statement:**

*“Real Estate Professionals and Affiliate Members committed to ongoing funding of a crisis response fund that provides housing and shelter needs in the communities where we work and live.”*

**Principles:**

- Increase the supply of and access to long-term, safe, accessible and affordable housing for low- to moderate-income families, individuals, seniors, and persons with special needs.
- Invest in programs that build new housing, refurbish existing housing and revitalize neighborhoods.
- Affordable housing is defined as housing that is modest in terms of floor area and amenities, and that meets the needs of the individual or family that does, or is intended to, occupy the housing.
- Projects/requests will be selected based on the greatest demonstrated need and sustainability.

**Funding Eligibility:**

In Phase I, funds may be made available to individuals, families, non-profit agencies, and/or other entities who in turn provide:

- Disaster response and relief assistance related to housing; and/or
- Disability-adaption projects that create new or refurbished housing in response to an identified need in the community.

**Evaluation Process:**

- The members of the REALTORS® Community Crisis Response Fund Task Force will review and assess requests/project proposals.
- Requests/project proposals will first be individually assessed to ensure they meet all the program principles so they can be further considered.
- Projects selected for funding will be determined by using the program principles and funding eligibility.
- The REALTORS® Community Crisis Response Fund Task Force will make a recommendation to the Crisis Response Fund Board of Directors which has sole authority to act on the funding request.

**The Crisis Response Fund will not entertain funding applications for:**

- Directed political, religious or other advocacy;
- Retirement of debt;
- Ongoing and regular operating expenses of established programs;
- Ongoing or deferred maintenance of residential properties;
- Damage that occurred more than 12 months prior to the date of application;
- Any other request that does not, in the opinion of the Board of Directors, meet the criteria or principles intended;
- The Fund will not consider funding applications submitted by members of its Board of Directors or their immediate family members.

**Terms, Conditions, and Policies:**

- The REALTORS® Community Crisis Response Fund (hereinafter referred to as the “Crisis Response Fund”) is under no obligation to meet requests for grants. The funds belong to the Crisis Response Fund, which has the sole right to determine whether a grant will be approved and no dialogue or correspondence will be entered into regarding decisions made on applications.
- All grant requests must be forwarded to the REALTORS® Community Crisis Response Fund Task Force for consideration and are subject to the availability of funds.

- The project must be started within 12 months of approval of the grant.
- The grant recipient shall be responsible for selecting a licensed contractor (preferably through a process of multiple bids) to provide services for the project, and/or for identifying other applicable organizations/entities that provide related services (temporary shelter or other needs).
- Unless otherwise determined by the Crisis Response Fund, the Fund shall submit payment directly to the licensed contractor or service provider upon receipt of an invoice.
- The Crisis Response Fund does not provide grants to individuals or organizations that discriminate for any reason, including race, color, religion, national origin, age, sex, sexual orientation, marital status, height, weight, physical or mental disability, or familial status.
- Where applicable, the Crisis Response Fund expects an acknowledgement in the recipient's Annual Report and in any publicity connected with the project.
- Grant recipients shall authorize the Crisis Response Fund to take photographs or recordings of their likenesses and voices on video, audio, photographic, digital, electronic or any other medium, (2) to use their names and identities in connection with those recordings, and (3) use reproduction, exhibiting or distributing of those recordings for promotion, fundraising, or any other purpose related to the Fund's tax-exempt purposes. They shall waive, release, and forever discharge the Fund and its representatives from any and all claims or liabilities arising from or related to the taking of any of the actions authorized in the immediately preceding sentence.