

National Association of REALTORS® International Travel Grants

The objective of the National Association of REALTORS® International Networks Travel Grants program is to equitably provide reimbursement to President's Liaisons and Ambassador Association representatives who travel abroad to represent the National Association of REALTORS® and educate members of NAR's Cooperating Associations at their annual meetings or conventions. **This policy replaces the existing travel policy for NAR President's Liaisons, in which PL's were entitled to annual stipends of \$1,000, upon approval of a travel request. Please note that this baseline \$1,000 travel stipend will be used as a guide for determining all travel grants.**

These grants provide full or partial support for travel and subsistence for a meeting or conference in the applicant's assigned country. Grants cannot be provided for travel to regional real estate conferences and meetings in countries other than the assigned country, or for domestic travel to NAR meetings for hosting visiting delegations. For details on job responsibilities of President's Liaisons and/or Ambassador Associations, please review the Program Overview, which can be found at <http://www.realtor.org/cipshome.nsf/pages/PLJobDescription>.

Grants are issued as reimbursements; applicants must complete a trip report and expense report within 30 days of return (see below for reimbursement policy). Grants are not limited to \$1,000, the previous stipend limit for traveling President's Liaisons. However, requests for full funding may not be granted, so applicants should be prepared to cover a percentage of foreign travel through other means. Grant award amounts may be determined based on resources and will be prioritized by the leadership of the International Networks Advisory Group and the International Operations Committee. Grant recipients must attend the bi-annual meeting of the NAR International Networks Advisory Group. Direct requests for NAR-member travel from foreign Cooperating Associations will be frowned upon; Cooperating Association needs should be incorporated into the applicant's proposal.

Grant Award Criteria and Priorities. Travel grants will be prioritized based on applicants' involvement in NAR International activities. Applicants should be scheduled to make a presentation at the following types of events abroad (ranked in order of priority):

1. National Association General Membership Meeting (contact NAR for scheduling assistance)
2. National Association Education Conference
3. International real estate conference or event in assigned country
4. Other: Regional conference, MLS task force, or general housing meeting in assigned country

For recommendations on programming likely to be approved for funding, please consult the attached "Suggested Goals and Objectives for Traveling on NAR Official International Business."

Eligibility: These travel funds are provided by the National Association of REALTORS® International Operations division. Applicants must be REALTORS® and NAR President's Liaisons or Ambassador Association representatives. Applicants must attend at least one meeting of the REALTORS® International Networks Advisory Group each year to be eligible for grants. No more than one grant per applicant per year will be awarded. Partial travel support from the applicant's local/state Association of REALTORS® or other sources is welcome and does not make the applicant ineligible.

Application Deadlines: There will be two grant periods per year, with applications due December 1 and June 1. In special circumstances, applications will be reviewed off-cycle to allow for travel to meetings scheduled on short-notice. Priority will be given to grant applications that advance the international objectives of the National Association of REALTORS® (see NAR International Strategic Plan for details of objectives).

An applicant should send two copies of (*see attachment for examples of high-quality grant applications*):

- a Travel Grant application (see attached), which includes the conference name, conference dates and location (city/country), and amount of support requested;
- a description of the presentation/educational programming the requestor has been asked to make by the Cooperating Association to be visited, and a description of how the proposed travel would benefit the National Association of REALTORS® International Network;
- a brief description of any non-NAR business you expect to conduct while traveling to the country;
- a budget for the proposed travel;
- a list of all current and pending travel funding (local/state association and/or other sources) and the amounts available for your proposed trip.

Send two complete copies of the application materials to:

National Association of REALTORS®

International Networks, attn: Jennifer Wiziarde

430 N. Michigan Ave.

Chicago, IL 60611

Via fax: 1-312-329-8358; via email: jwiziarde@realtors.org

Deadline is for receipt date, not for postmark date. Next Travel Grant Deadline: June 1, 2009. Applications will be reviewed within thirty days of each Travel Grant Deadline.

Reimbursement Policy: To receive reimbursement, travel must be pre-approved by NAR International Operations. Following travel, grant recipients must submit a trip report (guidelines are provided) as well as the program content (if different from an NAR-supplied presentation) provided/presented in the assigned country.

Expenses are paid through reimbursement only; grant recipients must use their own funds and then request reimbursement via NAR member expense report within 30 days of return. If grant recipients fail to request approval prior to traveling abroad on behalf of NAR, there is no guarantee that expense reimbursements will be processed. Expense reports must include original receipts for any expenses \$75 or greater. See NAR member travel policy for complete details.

Questions? Call Jennifer Wiziarde at 312-329-8389 or email her at the address provided above.



Suggested Goals and Objectives for Traveling on NAR Official International Business

Note: Applicants may wish to review the NAR International Operations Strategic Plan, International Operations Committee Goals and International Networks Advisory Group Goals for additional direction on objectives.

1. Membership, Education and Event Promotion/Sponsorship: creation of non-dues revenue for NAR International

Membership

- International REALTOR® Membership
- CIPS Network Membership
- Membership in NAR institutes, societies and councils

Education

- CIPS courses
- Transnational Referral Certification course
- Other NAR courses (e.g. GRI, ABR courses)
- NAR Affiliate courses (e.g. CCIM, IREM, etc.)

Event Promotion/Sponsorship

- Obtaining sponsorship from abroad for events/booths at the REALTORS® Annual Conference and Expo (International Networking Center, International Night Out, etc.)
- Generating attendance at NAR Events
- Acquiring sponsorship of international initiatives from related organizations such as title companies, real estate franchises, banks, etc.

2. International Real Estate Advocacy: promotion of private property rights and professionalism of the real estate industry abroad

Private Property Rights

- Funding of the International Housing Coalition
- Continuing efforts initiated by the International Real Property Foundation

Professionalism of the Real Estate Industry

- Licensing work/cooperation with ARELLO
- Publicly speaking on the role of REALTORS® in the U.S. real estate market

3. Technology: Preparing Associations for Membership in the International Consortium of Real Estate Associations

- Any initiative that results in membership in ICREA or increases the number of TRC-certified members in a particular member-country
- Activities that lay the groundwork for future membership in ICREA, like the creation of a local or state-wide MLS.