**REAL ESTATE INDUSTRY GRANT APPLICATION**

**Category 1: Organized Real Estate**

**APPLICATION & PROGRAM INFO**

**The application deadline is 5:00 PM on December 10, 2024.**

Only the following Organized Real Estate organizations are eligible to apply:

* BC Real Estate Association
* Real Estate Institute of BC
* Local Real Estate Boards and Associations

**Please contact our Grants Coordinator (****grants@refbc.ca****| 604-343-2629 or toll free at 1-866-912-6800 ext. 109) if you have any questions about the grant application process or would like to discuss our funding criteria and eligibility.**If our Grants Coordinator isunavailable, please contact one of our [Grants Program Managers](https://refbc.ca/contact/).

**Real Estate Industry Grants**

All Real Estate Foundation grants support projects that are in the public interest. Each year, the Foundation earmarks a percentage of its budget to fund research, education, and law reform projects led by real estate industry organizations. These projects build capacity in the industry and empower real estate professionals with the knowledge, skills, and tools needed to serve the public. REFBC supports work that:

* Builds real estate professionals' knowledge of sustainable land use and real estate practices
* Connects real estate industry organizations with other partners to collaborate and build support for sustainable land use practices among real estate professionals, the public, and policy makers.
* Supports real estate professionals in their role as advisors on real estate, land use and built environment trends, laws and standards that help foster a high quality of life and/or serve the public interest in other ways.
* Supports real estate professionals’ efforts to understand and address systemic racism in land use and its historical and contemporary contexts, to recognize Indigenous rights, and to engage, strengthen relationships, and create opportunities for collaboration and partnership with Indigenous, Black and people of colour in BC.

**TECHNICAL NOTES**

Some helpful hints to help you navigate the online form and submission process. Please contact grants@refbc.ca to receive the application link.

* **Questions with an asterisk (\*) are required** and must have responses in order to submit the form
* You can use the zoom on your browser to **make form text larger** if that makes it easier to read
* The online application form is in **Plain Text format** and cannot accommodate Rich Text like bold/italic styling or formatted bullet points. You can easily strip formatting when copy/pasting by pasting in plain text. (Ctrl+Shift+V for PC or Option+Cmd+Shift+V for Mac)
* If there are any **errors in your online form responses**, you will be notified of these upon clicking Submit and will be able to correct them
* **Your online application form can be saved while in progress** so that you or a colleague can return to it later. When you click on **Save My Progress**, you will be asked to set a username (email) and password to re-open the form. You will receive an email with a link to return to the form. Once you’ve logged back in, navigate to where you left off and continue. Click “Save My Progress” again only if you want to close or navigate away from the form before you complete and submit.
* **When you click Submit, you will be redirected to a confirmation page and a PDF copy of your submission will be emailed to you.**
* **All applications must be received through the online form.** To avoid frustration with internet connection issues, we recommend using this Word template to draft responses before copy/pasting into the online form.

**SECTION 1 – APPLICANT INFORMATION**

**Applicant Organization:**

Please select your organization from this list:

* Association of Interior REALTORS©
* BC Northern Real Estate Board (BCNREB)
* BC Real Estate Association (BCREA)
* Chilliwack and District Real Estate Board (CADREB)
* Fraser Valley Real Estate Board (FVREB)
* Powell River Sunshine Coast Real Estate Board (PRSCREB)
* Real Estate Board of Greater Vancouver (REBGV)
* Real Estate Institute of BC (REIBC)
* Vancouver Island Real Estate Board (VIREB)
* Victoria Real Estate Board (VREB)

**NOTE:** Only organized real estate bodies – the BC Real Estate Association, the Real Estate Institute of BC, and the regional Real Estate Boards – are eligible for consideration for a Real Estate Industry Grant.

Our General Grants Program will be accepting applications in January – you can subscribe for an intake alert and deadline reminder at <https://refbc.ca/newsletter/>.

Questions on program eligibility can be directed to grants@refbc.ca

**Applicant Organization - Website**

Please copy/paste the URL for your organization’s website (including the http:// or https://)

**Social Media**

If available, please share your organization’s social media account info.

**Facebook**

**Instagram**

**Twitter**

**Application Contact**

Please provide the name and contact information of the person REFBC should contact if there are questions about your application. This is the person who will be notified about the status of your application.

**First Name\***

**Last Name\***

**Are you an employee of the proponent organization?\* (Yes/No)**

**Job Title**

**Organization Name (if “No” above)**

**Organization Website (if “No” above)**

**Email Address\***

**Office Number**

**Cell Number**

**Office Address**

**City**

**Province**

**Postal Code**

**Would you like to add a Secondary Application Contact?**

**Application Secondary Contact** (optional) **FR – Roles & Contacts**

If there is an additional contact related to this application, please note their details here for reference (they may be at your organization, from a consultant org, or from a key partner organization).

**First Name\***

**Last Name\***

**Job Title\***

**Organization Name (if “No” above)**

**Organization Website (if “No” above)**

**Email Address\***

**Office Number**

**Cell Number**

**Office Address**

**City**

**Province**

**Postal Code**

**Advancing Racial Equity and Justice**

At REFBC, we are stepping up our listening, learning and reflecting on how racism, colonialism and the uneven distribution of power are woven into the structures and institutions of our society. We are reviewing internal policies and processes, collaborating with other funders, and investing time and resources in Board and Staff training and discussions to action our commitment to anti-racism. Fundamentally, we recognize the critical need to better support those who have been historically under-represented or prevented from participating in decision-making, and land-use decision-making in particular. We will be looking to our grantees, prospective applicants, and partners to share perspectives and learnings on this work. Please comment on your organization’s efforts, learning, or interests in advancing justice and equity, through recognition and support of Indigenous rights, inclusion of Black and people of colour, and people of gender and ability diversities. Aim for under 400 words.

**SECTION 2 – PROJECT INFORMATION**

**Project Name:**

*Character Limit: 100*

**Estimated Project Duration**

Provide an estimate for the number of months required to deliver your project.

**Estimated Project Start Date:**

Please use the format MM/DD/YYYY when entering dates.

**Estimated Project End Date:**

Please use the format MM/DD/YYYY when entering dates.

**REFBC Mandate Areas**

REFBC has a legislated mandate to support projects with activities that fall under one or more of the following categories. Please check the box beside the type of activity/activities in your proposal. Check all that apply.

|  |  |
| --- | --- |
| Research: | [ ]  |
| Law/Policy Analysis and Reform: | [ ]  |
| Professional Education: | [ ]  |
| Public Education: | [ ]  |

**Geographical Area Served**

Please select the option that best represents the region of the province in which your project activities will take place:

* Cariboo & Northern BC
* Kootenay Region
* Lower Mainland & Sea-to-Sky
* Okanagan & Southern Interior
* Vancouver Island & Gulf Islands
* Province-Wide/Multi-Region

**Geographic Impact**

If your project impacts multiple regions and you wish to explain, please comment briefly. Please also list the First Nations territory/territories on which your project will take place. Aim for under 200 words.

**Project Summary Statement**

Please provide a brief synopsis of your project idea and intended outcomes. Aim for under 300 words. Note: Outcomes are the anticipated immediate project results or goals.

**Sustainable Land Use & Real Estate Practices**

Briefly describe how your project supports or promotes land use and/or real estate practices that integrate social & environmental objectives into policy and practice for the long-term well-being of communities and ecosystems. Aim for under 500 words

**Advancing UNDRIP**

The [United Nations Declaration on the Right of Indigenous Peoples (UNDRIP)](http://www.un.org/development/desa/indigenouspeoples/wp-content/uploads/sites/19/2018/11/UNDRIP_E_web.pdf) provides an international framework for the protection of Indigenous rights. Many of its articles are relevant to land use and relationships to land.

REFBC has a role and responsibility to support UNDRIP commitments and BC Declaration on the Rights of Indigenous Peoples Act (DRIPA) implementation through our activities. Engagement with applicants and grantees is one of several actions we are taking. This new section of REFBC’s application form is an opportunity to reflect on how UNDRIP principles may be honoured in your work.

Some elements or goals in land use project planning and delivery that could contribute to the advancement of UNDRIP:

* Projects that have partnerships with affected Indigenous nations, or those nations whose territory the project is taking place in
* Preparatory work (research) to educate project staff on history, culture, governance and laws of affected/host First Nations to inform partnerships and relationship-building
* Project activities support the exercise of Indigenous Rights
* Incorporation of Indigenous Knowledge in project planning
* Communications and relationship building with host/affected First Nations leadership, including receiving input and direction on project design and implementation
* Communications and outreach with host/affected First Nations membership to receive and incorporate feedback into project design & implementation
* Inclusion of Indigenous ceremony & protocols in project planning and delivery
* Training and other initiatives to strengthen the capacity of Indigenous peoples to practice and uphold Indigenous rights and interests in ways that are meaningful to them

**Efforts to Advance UNDRIP\***

In the spirit of mutual learning, please tell us about the ways your project may be advancing the rights of Indigenous Peoples and supporting reconciliation and reciprocity through respect, cooperation, and partnership. Please reference specific UNDRIP Articles where possible and relevant. Aim for under 500 words.

**Key Project Deliverables**

Please list the most important deliverables that would be included in your funding agreement if your application is approved. Deliverables include products (e.g. reports, policy briefs, etc.), processes/activities (community engagement, workshops, etc.), and major tasks or milestones (e.g. completion of research, establishment of a task force, etc.) committed to and should be specific, relevant, and within the time frame of the funding proposal. Aim for a minimum of 3 and a maximum of 10 deliverables.

\*Note: These deliverables will be confirmed and can be adjusted at the time of signing a grant agreement. REFBC recognizes that projects may shift or change during delivery. Our grant agreements include provisions for amending proposed project deliverables if required.

**Deliverable 1 – Description\***

Aim for under 100 words

**Deliverable 2 – Description\***

Aim for under 100 words

**Deliverable 3 – Description\***

Aim for under 100 words

*Click to add another deliverable*

**Partnerships**

Project Partners are not mandatory for Real Estate Industry Grants awarded to Organized Real Estate bodies. However, the Foundation encourages partnerships and collaboration if this makes sense for the project proposal, and partner organizations may come from the non-profit, public, government and/or private sectors.

Please list partner organizations and consultants that will be directly involved in the project. Partners are organizations that share in project planning and/or implementation. Partners may also share in decision-making about the project. Add additional boxes, as required, to list all key partners. Note: organizations only providing financial support are not considered partners for this question.

Are there other organizations partnering with you on this project?

* Yes
* No

If yes:

**Partner 1 Name:**

**Partner 1 Type:**

* + NGO
* Local/Regional Government
* Provincial Government
* First Nation Government
* Industry Association
* Academic
* Media
* Consultant/Private Sector
* Other

**Partner 1 Project Role**: What role are they playing in the project? Aim for under 100 words

*Click to add another partner*

**SECTION 3 – PROJECT BUDGET**

For requests over $20,000, REFBC generally matches up to 50% of the cash portion of a project's budget. For requests up to $20,000, matching funding from other sources is encouraged but not required.

Eligible expenses include staffing and program delivery, project coordination, communications, consultant fees, convening & workshops, travel, Indigenous ceremony & cultural protocols, honoraria, and building cultural competency.

Note: The Real Estate Foundation of BC does not fund project activities retroactively. The funding you are requesting should be allocated in your budget towards activities which do not begin until after funding decisions are made in March.

**Amount Requested:**

Total amount you are requesting from REFBC.

**Total Project Cash Budget:**

Total estimated required funds for the project, including project staffing but excluding in-kind expenses

**REFBC Budget Template**

Please download the[***REFBC Grant Application Budget Excel Template.***](https://refbc.ca/wp-content/uploads/2022/11/REFBC-Project-Budget-Basic.xlsx)

BUDGET TEMPLATE INSTRUCTIONS: Replace green instructional text in the template with your confirmed and projected project funding on the Revenues tab, and your projected project expenses on the Expenses tab. Your budget should reflect your total project revenues and expenses. Use the column provided to indicate the amount of each applicable program expense you propose to allocate to funding from REFBC. Upload your completed template as an Excel file.

File Size Limit: 2 MB

**Upload Project Budget [Browse]\***

Excel formats are preferred, but PDF or Word documents are acceptable.

**SECTION 4 – OPTIONAL ADDITIONAL INFORMATION**

NOTE: These are not required. Your application form responses and proposed budget are the only requirements for your grant application.

**Additional Information**

Is there anything else you would like to tell us about your project, or any links to any web-based supplementary information, documents, or videos that you feel strengthen your application and have not already included those links in your form responses? Aim for under 500 words.

**Supplementary Documents or Letters of Support**

Please use file names that provide some indication of the file contents and date of publication if applicable. The following format is preferred: Org Name Acronym\_Document Name\_Date of Publication - eg: REFBC\_Land Use Opinion Poll\_Jan 2023.pdf

Documents in PDF format are preferred, but Word and Excel files may be uploaded. Video or image files of 10 MB or less may also be uploaded here. URLs for online files or larger file downloads can be included in your application form responses.

Note: Letters of support from other organizations are not mandatory. Letters of support can also be in email format (please upload a PDF copy of the email). Letters of support addressed/submitted to other funders are also acceptable.

**Upload File 1 [Browse]**

**File 1 Description**

*Click to add another file*