

Funding Request Instructions and Application

The Appraisal Institute Education Trust ("AIET"), a not-for-profit charitable organization, was created to further our members' philanthropic mission to promote, support and advance the appraisal profession. To further this mission the AIET has established specific goals which it seeks to accomplish, including the following ("Goals"):

1. Receive, administer and disburse funds for the purpose of improving, advancing, researching and teaching the techniques of real estate appraisal, with benefits to be made available to the interested public;
2. Promote and conduct research and study into all aspects of real estate appraisal, with findings and conclusions to be made available to the interested public;
3. Foster the establishment of educational standards for real estate appraisals;
4. Maintain a library and encourage and cause the writing and publication of treatises, books and pamphlets relating to real estate appraisal, which are to be made available to the interested public;
5. Encourage and interest educational and other organizations in improving, advancing and teaching real estate appraisal;
6. Provide scholarships and grants to qualified persons for education in or work in the field of real estate appraisal;
7. Engage in similar activities in furtherance of the purposes stated above.

If you have a program ("Program") which accomplishes one of the AIET Goals listed above, we encourage you to complete the below application. All applications must be completed and submitted to AIET by June 1st of each year. AIET will review completed applications and make funding determinations by December 31st of each year.

To avoid delays in processing applications, please make sure the below information is complete and accurate. Please feel free to attach additional sheets of paper if needed, and any supporting documentation.
INCOMPLETE APPLICATIONS WILL BE RETURNED.

Date of Application: _____

Amount of Funding Request: _____

Funds Requested By:

Name/Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____ E-mail: _____

Contact Person (if different): _____

Web site Address: _____

Appraisal Institute Member Number (if applicable): _____

Appraisal Institute Chapter (if applicable): _____

Recipient of Check:

Make check payable to: _____

Address (if different): _____

City: _____ State: _____ Zip Code: _____

Federal Tax ID: _____

PLEASE RETURN THIS COMPLETED APPLICATION TO:
 Appraisal Institute Education Trust
 c/o Appraisal Institute
 200 W. Madison St.
 Chicago, IL 60606
 Telephone: (312) 335-4133
 Fax: (312) 335-4134
EducationTrust@appraisalinstitute.org

1. **Program Description:**
Please provide a description of the Program, the audience it will serve, the anticipated outcome(s) and/or deliverables and how the requested funds will be used. If this is an on-going Program please provide a brief description of previous years' activities.

2. **How Program Accomplishes AIET Goals:**
Please indicate the goals of the Program to be funded and explain how these goals related to and serve the goals of the AIET, which are listed above. Additionally, clearly state the benefit(s) of the Program to the Appraisal Institute membership and to the profession at large.

3. **Program Time Frame/Schedule:**
Please indicate the time frame and schedule for the commencement, critical dates and final completion of the Program. Also include dates when funding will be needed.

4. **Program Budget:**
Please include detailed total budget for the Program, including how requested funding will be applied.

5. **Program Funding from Other Sources:** *(Check One)*
Have you obtained funding for this Program from other sources?

Yes No

If yes, please provide information relating to the source and amount of this funding.

6. **Program Volunteers/Participants:**
While the AIET serves the broader profession, it also enjoys a close relationship with the Appraisal Institute. Please identify the parties responsible for meeting the goals of the Program and specify who is involved in the Program, specifically any Appraisal Institute members, Appraisal Institute staff, appraisers, researchers, program developers, academicians and/or administrative staff.

7. **Recognition of Funding:**
Please detail how the funding from AIET will be recognized and list some examples of public recognition.

8. **Program Management:**

Please specify who will be responsible for the management of the Program and any funds granted by AIET.

9. **Program Status and Results:**

Please detail how and when results of the Program will be reported to AIET and how completion of Program goals will be measured.

NOTE: If funding is approved by AIET, the below information will be requested by AIET upon the completion of the Program and/or the exhaustion of AIET funds.

1. A final report on the status/outcome of the Program.
2. Financial accounting for how AIET funds were used.
3. If applicable, a copy of all completed materials developed for the Program.
4. If applicable, a limited copyright license to photographs/materials from the Program. Such photographs/materials may be placed on the AIET and/or Appraisal Institute website or appear in future AIET and/or Appraisal Institute publications.

CERTIFICATION: I represent to the best of my knowledge and belief that all information contained on this application is true and accurate as of the date of this application. Should any such information change after the date of this application, I will immediately notify the Appraisal Institute Education Trust. I understand that if any information on this application is false my application will be disqualified. I understand that the Appraisal Institute Education Trust will consider my application along with the applications of others for a limited number of funds and that submission of an application does not guarantee that a Funding Request will be awarded. I hereby irrevocably waive any claim or cause of action at law or equity that I might have at any time against the Appraisal Institute Education Trust, its Board of Directors, officers, committee members, or employees, as a group or as individuals for any act or failure to act in connection with this application, the Program or any Funding Request award. Should I receive any funds from the Appraisal Institute Education Trust for this Program, I agree to indemnify, defend and hold harmless the Appraisal Institute Education Trust, its respective officers, directors, employees, and agents, and the Appraisal Institute, its respective officers, directors, employees, and agents from any and all claims, actions, causes of action, demands or liabilities of whatsoever kind of nature including judgments, interest, attorneys' fees, and all other costs, fees, and expenses and charges which arise out of negligence, gross negligence or willful or wanton misconduct connected or related in any way to the Program. Furthermore, any funds that may be granted are only for the uses described in this application and I agree to return any and all unused funds to the Appraisal Institute Education Trust upon the completion of the Program, or at the discretion of the Appraisal Institute Education Trust. I hereby grant the Appraisal Institute Education Trust and the Appraisal Institute the right to use my name, likeness and information from this application, and to otherwise profile me in marketing materials and other publicity.

AUTHORIZED OFFICIAL SIGNATURE: _____ DATE: _____

PRINT NAME/TITLE: _____

Return Completed Application and Supporting Documents to the Address Listed on Page 1

** FOR USE BY AIET ONLY**	
Received by AIET:	File Complete:
Reviewed by AIET:	Decision: <i>(Circle one)</i>
If Applicable, Amount Funded:	Decision Notification Date/ Method: