

## **SEVRAR CRITICAL NEEDS FUND (SEVRAR CNF)**

### **INFORMATION**

SEVRAR's Critical Needs Fund is a part of the Arizona Association of REALTORS® Disaster Assistance Foundation, a tax exempt 501© (3) public charity.

This Fund is the heart of the SouthEast Valley Regional Association of REALTORS® (SEVRAR) commitment to its REALTOR® members, Affiliate members and staff (member) in action, discovering and serving the higher purpose of business through charitable giving in the communities where our members live and work.

### **WHY**

Catastrophic Nature/Emergency Situations is defined as a tragedy, disaster and/or misfortune that would prevent a member from working or being able to support their family.

An extraordinary challenge is an unforeseen and/or unpredictable emergency that is not of a recurring nature. Type of assistance can include, but is not limited to, medical costs, insurance policy payments, medical facility, treatment, medical condition, emergency transportation, at-home assistance - meals, housekeeping, in-home daycare, mortgage, death expenses - funeral assistance.

Items not specified shall be considered by a special meeting for modification of catastrophic definition as applied to this fund.

### **CNF COMMITTEE**

The CNF Review Team will be comprised of SEVRAR members along with the SEVRAR Chief Executive Office, serving as an ex officio member. The Review Team performs the following functions as the administrator/ manager of the Fund:

- Assists, or delegates authority to assist, eligible SEVRAR members in need with the CNF grant application process.

### **CNF ACCOUNTS**

The monies for the CNF fund(s) being incubated shall be held in a special 501© (3) account at the Arizona Association of REALTORS®. The money in the account must remain separate, allowing for simplified reporting when donors want to know the amount they have contributed. For donors to be properly receipted for any tax deductible donations, those donations must be distributed to the charity for which they were collected before the end of the year in which they were collected.

### **CNF GRANT AMOUNT**

SEVRAR's Critical Needs Fund is a once in a lifetime funding of up to \$1,500.00.

### **CNF GRANT CANDIDATE ELIGIBILITY**

A SEVRAR Critical Needs Fund grant provides a degree of assistance for a SouthEast Valley Regional Association of REALTORS® member experiencing hardship as a result of a sudden emergency. This is intended to be a one-time grant.

**Eligible candidates shall be an active member of SEVRAR.**

### **CNF GRANT APPLICATION CRITERIA & PROCESS**

- Complete a CNF Grant Application or submit necessary letter.
  - The Grant applicant must specify the following:
    1. Summarize the SEVRAR member's emergency situation.
    2. Indicate the amount of the need and the amount being requested.
    3. Indicate what SEVRAR has previously done to provide assistance to the applicant.
  - Complete a CNF Grant application and submit (with necessary letter) to:  
Chief Executive Officer  
SouthEast Valley Regional Association of REALTORS®  
1363 S. Vineyard, Mesa, Arizona 85210  
-or- Fax to: 480-835-1329
1. Chief Executive Officer shall ensure all criteria is met prior to submitting the Application to the CNF Review Team.
  2. The CNF Grant Application shall be submitted to the CNF Review Team for consideration.
  3. The Review Team shall submit a reply within sixty (60) days following receipt of all required documentation.
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**CRITICAL NEEDS FOUNDATION APPLICATION ON FOLLOWING PAGE**

