Contact Information

|  |  |
| --- | --- |
| Grants | Communications |
| Sarah StuebingManager, Grants Programsstuebing@aref.ab.ca(403) 228 4786 x 3 | Kara TersenManager, Grants and Administrationktersen@aref.ab.ca(403) 228 4786 x 1 | Maria GranadosCommunications Specialistmgranados@aref.ab.ca (403) 228 4786 x 4 |

Payments

* Payments are released on a schedule agreed upon by the Foundation and the Grant recipient upon receipt of the signed grant agreement.
* Grant recipients are asked to fill in the Electronic Funds Transfer Form to receive electronic payment.
* Typically, two payments are scheduled depending on project size and the project's cash flow requirements.
	+ Payment 1 – 50% (Upon receipt of the signed agreement)
	+ Payment 2 – 40% (Upon receipt of an interim meeting and short report)
	+ Payment 3 – 10% (Holdback until receipt of a satisfactory final report).

Progress Updates

* **Interim Meeting**

The Grant recipient is to request a meeting midway through the project. Topics of discussion include:

* Project activities and expenditures to date
* Significant changes affecting project plans as originally proposed
* Indications if budget or timeline changes are required
* Recognition for Foundation support already achieved and planned
* **Action item**
Following the meeting, please provide a brief one-page written summary of what was discussed for the Foundation’s database.
* **Additional Updates**

In addition to the interim meeting, the Foundation appreciates timely and regular communication with Grant recipients. We endeavour to work with the Grant recipient to keep up to date on the status of the grant and offer support wherever we are able.

If there are substantive changes to the budget, these must be approved by the Foundation before being undertaken by the Grant recipient. Requests for budget changes should be submitted in writing (by email) and clearly state the reasons for planned changes and any expected consequences for the project activities originally approved.

Final Reporting

To release the final payment, the Foundation must receive the appropriate and satisfactory reporting. Please use the Investment Grant Final Report Template.

* Storytelling

Please share an article/blog/news post for the Foundation’s website with us as part of your final reporting. Please include photographs representing your work. The post helps your project reach a broader community of real estate professionals and fellow grant recipients. It will also be shared with real estate media across the province. Implicit in providing this post is permission to post it to our website and distribute through our platforms, attributing your organization.

Please submit the final report via email with a covering letter and signature.

Recognition

We ask that the Foundation be recognized for its contribution to your project. This helps increase awareness about the Foundation’s funding programs and how your project positively contributes to the real estate industry and benefits Albertans.

Where possible, please include the Foundation’s:

* Logo | [access logo versions](https://www.aref.ab.ca/news)
* Link to website | [aref.ab.ca](https://www.aref.ab.ca)
* Short statement | This project is funded by the Alberta Real Estate Foundation.
* Long statement | The Alberta Real Estate Foundation benefits the real estate industry in all its forms. The projects they fund and connections they make strengthen our province, our people, and our industry.
* About the Foundation | Created in 1991 under the Real Estate Act, the Alberta Real Estate Foundation is a nonprofit grantmaking organization that supports and strengthens Alberta's real estate industry and benefits Albertans. The Foundation invests in projects with revenue generated from real estate transactions, both sales and rentals across the province. They fund projects across a diverse range of initiatives designed to bolster the work of the industry, government, and our land and built environments.

Sharing

We hope that your project receives exciting attention! In the following instances, please connect with us to review or provide input into the following:

* **Publications (guides, toolkits, reports, etc.)**
* **Article/blog/news post**
* **Media requests or quotes**
* **Website and social media**
* **Logo versions**
* **Statement about the Foundation**