



## FREQUENTLY ASKED QUESTIONS

### What IS INVESTING IN HOPE?

The Investing in HOPE program supports local programs in the communities CREB® members live and work. To celebrate 30 years of legacy giving, CREB® Charitable Foundation will grant \$300,000 in total to three (3) Calgary and area charities, demonstrating the care and support CREB® REALTORS® have for their community.

### HOW DOES THE PROGRAM WORK?

CREB® members and staff in good standing can nominate a charity starting at 12 p.m. (noon) MDT on Friday, June 9 and ending at 12 p.m. (noon) MDT on Friday, June 30 on the [Investing in HOPE website](#). CREB® Charitable Foundation will confirm the participant's eligibility through the Canada Revenue Agency website, completed applications and supporting documentation.

All applicants will receive an email indicating their qualification status. Eligible applications will then be processed by an appointed selection committee, which will determine the top three (3) organizations to participate on the members' exclusive [Investing in HOPE website](#).

Three (3) finalists will be notified by email and invited to post an online profile, consisting of a 2,000-character (maximum) (including spaces) project description and up to five (5) photographs (with captions).

CREB® members will have three (3) votes during the voting period to allocate as they choose. Friends of the Foundation (members participating in the pledge program supporting the CREB® Charitable Foundation) will receive an extra three (3) votes for a total of six (6).

*\*Daily voting is no longer applicable.*

### WHO CAN PARTICIPATE

- **Nominations/Voting:** Only CREB® members and staff in good standing;
- **Participants:** Registered charities who offer programming within CREB®'s service area which falls under the accepted program limitations.

### WHEN CAN I SUBMIT MY NOMINATION?

The nomination period will begin at 12 p.m. (noon) MDT on Friday, June 9 and end at 12 p.m. (noon) MDT on Friday, June 30.

### WHAT PROGRAMS OR PROJECTS QUALIFY FOR FUNDING?

The grants will be distributed to organizations that provide programs that:

- Support affordable housing or shelter-related initiatives; or
- Initiatives that enhance or provide sustainability for citizens within the community.



## WHAT TYPES OF ORGANIZATIONS ARE ELIGIBLE?

To participate, nominated groups must:

- Be a federally registered charitable organization;
- Offer programs to benefit people in the physical communities where CREB® members live and work; and
- Have a board of directors, a solid background in the community and well-established administration policies.

## WHAT TYPES OF PROGRAMS OR ORGANIZATIONS DO NOT QUALIFY?

Programs that are directed at, or raise funds for:

- Individuals;
- Deficit funding;
- Endowment funds;
- Third-party fundraisers;
- Direct religious purposes;
- Travel, trips, conferences, seminars;
- Political parties or candidates at any level;
- Administration or employee remuneration;
- Initiatives outside CREB®'s geographic service area; or
- Organizations that practice discrimination or limit members based on race, creed, gender, or national origin.

## HOW ARE GRANTS AWARDED?

The recipients of the Investing in HOPE grants are determined by CREB® members and staff, who vote for their favourite charity through an exclusive online nomination and voting program.

Grant amounts will be determined by the number of votes each receives. The highest number of votes will receive the greatest amount and so forth. The grant rankings are as follows:

1. \$125,000
2. \$100,000
3. \$75,000

## CAN THE ORGANIZATION I'D LIKE TO NOMINATE HELP SOMEONE OVERSEAS?

No. Only organizations whose projects and initiatives benefit Calgary and area communities (where CREB® members live and work) are eligible.

## WHY IS THE PROGRAM ONLY AVAILABLE FOR CALGARY AND AREA CHARITIES?

The program is funded by CREB® REALTORS® through the CREB® Charitable Foundation. As such, the focus of the Charitable Foundation is to invest in the communities where our members live and work.

## CAN I SUBMIT A NOMINATION VIA FAX OR MAIL?

No. All nominations must be submitted through the [Investing in HOPE website](#).



### HOW WILL I KNOW IF YOU'VE RECEIVED MY NOMINATION?

You will receive a confirmation email after submitting a nomination.

### ONCE YOU'VE RECEIVED MY NOMINATION WHAT HAPPENS NEXT?

You will receive an email confirming that the nomination has been submitted. A separate email will be sent to your nominee, informing them that they have been nominated for participation in this program; the program guidelines and formal application will be attached. If they wish to participate, they must submit the completed application for review.

If there is an issue with their application, they will be offered the opportunity to revise and resubmit an application.

All applicants will be notified if their application was successful or unsuccessful in moving to the selection period, where the selection committee will short list to three (3) participants.

The three (3) finalists will be invited to post an online profile, consisting of a 2,000-character (maximum) project description and up to five photographs (with captions), which will be posted to the [Investing in HOPE website](#).

### WHEN DOES VOTING START AND END?

The voting period will begin at 12 p.m. (noon) MDT on Friday, Aug. 11 and end at 12 p.m. (noon) MDT on Friday, Sept. 1.

### HOW ARE VOTES COUNTED?

The automated online voting system and process is secure, accurate and monitored for fraud.

### WHERE CAN CREB® MEMBERS VOTE?

On our exclusive member only [Investing in HOPE website](#).

### HOW MANY VOTES DO MEMBERS GET?

All eligible voters (CREB® members and staff) receive three (3) votes to allocate as they choose. Members who are enrolled in the Friends of the Foundation pledge program will receive an additional three (3) votes, for a total of six (6).

*\*Daily voting is no longer applicable.*

### CAN WE RECEIVE MORE VOTES?

Yes. CREB® members can become a Friend of the Foundation and receive an additional three (3) votes. [Click here](#) for more details.



### **CAN MEMBERS USE ALL THEIR VOTES FOR THE SAME ORGANIZATION?**

Yes - there are no limitations regarding your voting strategies. You may cast all of your votes for one organization or you can place a vote for all three (3) organizations. Friends of the Foundation members will have the opportunity to allocate six (6) votes as they choose.

### **HOW DO I FIND THE ORGANIZATIONS' RANK?**

Unlike previous years, the ranking of each organization will not be displayed. The ranking of each organization will only be revealed at the Investing in HOPE 30<sup>th</sup> Anniversary Edition celebration Tuesday, Sept. 26, at CREB®.

### **WHEN IS THE RANKING FINAL?**

Final tallies will be made and votes verified at 12:10 p.m. on Friday, Sept. 1. However, it will not be made public until the celebration event on Tuesday, Sept, 26, 2017.

### **HOW CAN I BE SURE THE VOTING PROCESS IS WORKING?**

CREB® Charitable Foundation's automated online voting system has validated voting functionality ensuring vote tallies are fair and accurate.

### **SUPPOSE I FIND A CONFLICT BETWEEN INFORMATION IN THE FAQs AND THE INFORMATION IN THE OFFICIAL APPLICATION GUIDELINES. WHICH SHOULD I ADHERE TO?**

In the event of a conflict, the official application guidelines take precedence.

### **I STILL HAVE QUESTIONS - WHO CAN I CONTACT?**

CREB® Charitable Foundation at 403-218-3686 or [charitable.foundation@CREB.ca](mailto:charitable.foundation@CREB.ca).