~ REQUEST FOR PROPOSAL ~

Charitable Organization Support from the Ann Arbor Area Board of REALTORS®

NOTICE OF PROPOSAL

The Ann Arbor Area Board of REALTORS® (The Board) is issuing this Request for Proposal (RFP) inviting select charitable organizations to request financial support from the Board during calendar year 2013.

The contact person regarding this RFP is Doug Swartz and he can be reached at the Board office by calling (734) 822-2269 or by e-mail at Doug@AAABoR.com.

DESCRIPTION OF OUR ORGANIZATION

Ann Arbor Area Board of REALTORS[®] is a Non-Profit Michigan Domestic Corporation. The Board is not exempt from federal income tax.

The result of a 1986 merger between the former Ann Arbor Board of REALTORS® and the Ypsilanti Board of REALTORS®, the Ann Arbor Area Board of REALTORS® with 760+ members is the 4th largest local REALTOR® association in Michigan. Drawing on over 90 years combined history, the Board is committed to providing the highest level of service and offering the most innovative products available in the industry.

The mission of the Ann Arbor Area Board of REALTORS® is to serve its membership.

The Ann Arbor Area Board of REALTORS® promotes standards of REALTOR® professionalism, ethics and integrity; provides tools and technology to enhance membership profitability; communicates REALTOR® viewpoints on private property issues to government officials; and markets the value of REALTORS® to members of the public.

The Board's website address is www.aaabor.com

CHARITABLE ORGANIZATION QUALIFICATION REQUIREMENTS

The organization must be able to demonstrate how the funds received would be used to support local real estate/housing related causes and must submit their proposal by September 1, 2013.

METHOD OF EVALUATING PROPOSALS

Proposals will be evaluated based on a variety of factors. Attributes that will be evaluated include the organizations:

- explanation of how their organization supports local real estate/housing related causes
- recent and notable accomplishments as well as current goals and objectives
- current fiscal year budget
- percentage of total funds in the recently completed fiscal year used to support general operations and administration
- percentage of total funds in the recently completed fiscal year received from REALTORS® and real estate boards/associations
- marketing materials/promotion ideas that the Board could consider using to encourage contributions from its members and staff
- Board of Directors and affiliations
- explanation of how they would keep the Board informed of progress made towards supporting local real estate/housing related causes

Any additional information that you feel would promote your chance to be selected for funding is encouraged and welcomed.

FORMAT OF THE RFP RESPONSE

The Board is flexible on the particular format; but, it's suggested the RFP response include the following:

- Contact information, indicating the person we would be able to reach for additional information or to schedule a meeting with
- Profile of the organization including a description of whether the organization is local, regional, national, or international in operations
- Well defined summary of the respondent's qualifications, including those specified in the above section entitled METHOD OF EVALUATING PROPOSALS
- Tax-exempt determination letter
- Amount of funding requested for 2013 and a description of the general or specific local real estate/housing related causes the funds would support

WHERE TO SEND PROPOSAL

The response deadline for this RFP is September 1, 2013. Proposals received after this date will not be considered for this funding cycle.

Please address your proposal either by mail to:

Doug Swartz
Ann Arbor Area Board of REALTORS®
1919 W. Stadium Blvd.
Ann Arbor, MI 48103

Or by e-mail to: Doug@AAABoR.com

FUNDING DETERMINATION

Qualifying proposals will be reviewed by the Charitable Contributions Task Force appointed by the Board of Directors of the Ann Arbor Area Board of REALTORS®.

The Board of Directors meeting scheduled for Wednesday, October 2, 2013 will include a motion relevant to funding charitable organizations. There is no guarantee written or implied that the motion will be to fund a charitable organization during year 2013. The Board of Directors will weigh factors including assessment of the Board's year to date financial results and available budget prior to making a determination on funding.

The Board's Executive Officer and Board of Directors reserve the right to reject any and all proposals submitted and to request additional information from all respondents.