Innovation in Diversity & Inclusion (IDI) Grant Criteria & Application Process

Purpose and Eligible Activities
The National Apartment Association (NAA) seeks to advance diversity and inclusion in the rental housing industry to inspire the next generation and strengthen those whom we work and exist to serve by offering the Innovation in Diversity Grant (IDI) to worthy organizations. NAA carefully considers each grant application it receives, seeking out organizations whose objectives align with the ideals set forth by NAA’s Diversity and Inclusion Vision Statement.

NAA will award grants to member associations, property management firms, supplier partners, and related organizations that have innovative ideas and will provide meaningful contributions to our industry. Grants should reflect NAA’s dedication to encourage a workforce environment that is inclusive, supportive, and rich in diversity. NAA’s total pool of funds for the Innovation in Diversity and Inclusion (IDI) Grant is $25,000 per fiscal year.

NAA is accepting applications that fall into the three main areas of focus below. All ideas are welcomed.

- **Culture Diversity and Awareness in Education**
  NAA is committed to fund education programs and activities that are designed to advance a diverse and inclusive environment at their organization.

- **Leadership Programs**
  NAA supports proposals that seek to increase the overall diversity among leadership and boards within their organization.

- **Diversity & Inclusion Projects**
  NAA supports projects that aim to increase underrepresented groups at all levels of the rental housing industry.

Application Process and Requirements
Requests for IDI grant funding must be submitted by a current NAA member. All applications will be reviewed and considered by the NAA Diversity & Inclusion Committee before being forwarded with a recommendation, to the NAA Board of Directors for review at NAA’s Assembly of Delegates Meeting. Applications must be received by August 31, 2020. The NAA Board of Directors, by majority vote, shall have final approval regarding the awarding of all IDI grant funds.

A maximum of $25,000 may be distributed from the IDI grant per year; however, NAA reserves the right to make distributions in an amount less than the maximum amount. Once this cap has been reached, additional IDI funds may only be distributed if an emergency exception is approved by the NAA Board of Directors by a 2/3 majority vote. All applications will be evaluated on their merits and only the strongest applications will be funded.
All applicants must complete the IDI Application Form located on the NAA website. A complete application includes the following information:

- Summary of the project and desired outcomes.
- The specific dollar amount being requested (no open-ended funding requests shall be considered).
- Explanation of the project’s significance to the applying organization.
- Preliminary information on the likelihood of success or successes from the requested funds.
- Detailed outline of the organizations action plan for executing the project and how IDI funds will be allocated.
- Detailed explanation of the applicant’s financial resources already committed to the project, if any, and why additional support from the IDI is needed.
- Schedule of when IDI funds for the project will be spent (i.e. a timeline for requested distributions of IDI funds).
- Explanation of how the use of IDI funds will be tracked.
- Listing of any other groups who are contributing financially to the effort and in what amounts.

In evaluating IDI grant applications, financial need is a major consideration. Organizations with strong financials and reserves may not be eligible. Depending on the financial resources of the requesting organization additional matching funds may be required to receive IDI funding. To assist in the evaluation of financial need, applicants shall submit a copy of their latest annual financial statements and most recent monthly financial statement or an in-house prepared financial statement that has been approved by the affiliate’s Board of Directors.

No funds will be approved to pay for the establishment of programs when that program/service is already supplied (or is in the process of being supplied) by NAA or NAAEI.

Each of the above items must be specifically addressed and answered in full or applications will be returned for revision.

The following restrictions apply to IDI funds:

- A maximum of $25,000 in IDI funding may be requested per project.
- An organization may only be granted a maximum of $25,000 in IDI funding per three-year cycle. This three-year cycle shall begin immediately following the date on which the first IDI funds are received by the organization. Exceptions to this $25,000 per three-year cycle limit may be granted by a 2/3 majority vote of the NAA Board of Directors, upon the conclusion of the normal IDI funding request process.
- Funds may be applied to future expenditures only and be used within a year of receiving the grant.
- Applicant proposals must be for funding initiatives that support the rental housing industry.
- Funds will not be distributed to support individuals, international activities, existing programs that have already been implemented, private organizations whose aim is to generate a financial surplus, colleges and universities seeking endowment funds, and support to travel or conference-related expenses.
Distribution of IDI Funds
If approved, IDI funds will only be distributed upon NAA’s receipt of a formal invoice, receipt, or similar documentation. The organization needs to provide proof that the invoice to a vendor was paid, through a copy of a canceled check or similar document. Funding can be sent to organizations other than the applying organization with appropriate documentation. Approved funds will be earmarked within the IDI for a maximum period of 12 months. After this time unused dollars will be returned to the fund’s general balance. Further, upon completion of the project, any unused IDI funds which have been distributed to an organization must be returned to NAA. For each element of the project, NAA will reimburse up to the amount approved.

If the organization changes its priorities or extenuating circumstances in the opinion of the Diversity & Inclusion Committee renders the project moot, any unspent allocated funds shall be withdrawn, and any unspent distributed funds must be returned to NAA.

Reporting & Follow-up
The applying organization is solely responsible for any and all reporting requirements, which may apply as a result of receiving monies from the IDI for taxation and/or other purposes. In addition, the organization agrees to provide all relevant information that may be needed for NAA to comply with any reporting requirements which may apply as a result of distributing monies from the IDI.

All applicants agree to the following requirements as a condition of receiving funding from the IDI:

1. Provide the Diversity & Inclusion Committee – via NAA staff – progress reports within 15 business days of the end of each calendar quarter for a period of two years from the date the funds were distributed. If the reporting is not submitted, showing the results or impact of the funds on a timely basis, the provided funding will be refunded back to NAA.
2. Deliver a comprehensive final report by November 1, 2021 and present to the NAA Board of Directors at the Assembly of Delegates Meeting. This report must include a description of who participated in the project, a brief assessment of the outcomes (intended and unintended), evaluation plan, financial record outlining all expenditures, and future plans for advancing diversity and inclusion in the rental housing industry.
3. Grant recipients are expected to share their experience with members of the National Apartment Association through units articles and events.
4. Deliver samples of all materials developed in support of the project to NAA staff.

Questions
Any questions regarding the IDI grant funding or application process can be directed to Sara Keene, Director, Member Programs.