



IREM FOUNDATION
INSTITUTE OF REAL ESTATE MANAGEMENT

Professional Development Grant Program

- **Paul H. Rittle, Sr. Professional Development Grant**
- **Donald M. Furbush, CPM[®] Professional Development Grant**
- **Bette Fears, ARM[®] Professional Development Grant**
- **Diversity Outreach Professional Development Grant**



Available Grants

■ Paul H. Rittle, Sr. Professional Development Grant

Paul H. Rittle, Sr., CPM® was president of the Pittsburgh real estate firm of Rittle-Rosfeld, which he founded in partnership in 1945. He served as IREM President in 1972. He played an active role in local and national real estate organizations, having served as president of the Pittsburgh Board of Realtors in 1966 and chaired the NAREB Make America Better Committee for the state of Pennsylvania. In 1967 he was selected Realtor of the Year by the Pittsburgh Board.

The purpose of the Rittle Grant is to provide assistance to individuals exploring a career in real estate management. The grant may be used to attend any IREM course.

■ Donald M. Furbush, CPM® Professional Development Grant

Donald M. Furbush, CPM® was senior vice president for BRE Properties, Inc. of San Francisco, heading the company's asset management department. He served as IREM President in 1990, which capped a leadership commitment that began as president of IREM San Francisco Bay Area Chapter No. 21. Mr. Furbush also held the Counselor of Real Estate (CRE) and the Real Property Administrator (RPA) designations. He was a member of the Society of Real Property Administrators, Building Owners and Managers Association of San Francisco, and the International Council of Shopping Centers.

The purpose of the Furbush Grant is to assist recipients with the expenses associated with achieving the CPM® designation.

■ Bette Fears, ARM® Professional Development Grant

Bette Fears, ARM® served as the community manager for ParkPlace Apartments in Coeur d'Alene, Idaho. ParkPlace Apartments was a member of Tomlinson Black Management Inc., an ACCREDITED MANAGEMENT ORGANIZATION®. Bette was an active member of IREM Inland Northwest Chapter No. 49, serving in local, regional and national positions within IREM. As a member of the Foundation's Scholarship and Grant Committee, Bette brought a sense of caring for all applicants as they exhibited a desire to advance careers in multi-family housing.

The purpose of the Fears Grant is to assist recipients with the expenses associated with achieving the ARM® certification.

■ Diversity Outreach Professional Development Grant

The Foundation is committed to helping the Institute increase diversity in the real estate management industry and within IREM. The purpose of the Diversity Outreach Professional Development Grant is to assist individuals from underrepresented population groups with the expenses associated with achieving an IREM credential.

Criteria and Procedures

ADMINISTRATION AND AUTHORITY TO CONFER

The Scholarship and Grant Committee of the IREM Foundation conducts the administration of this program. It has complete and final authority to confer or revoke grants, make other decisions pertaining to the use of funds in the grant program, and determine the specific courses recipients shall attend under this program.

ELIGIBILITY REQUIREMENTS

All information must be submitted in English and all currency figures converted to U.S. dollars before entering them on the application.

All Applicants

- Be of legal age in the country in which the applicant resides.
- Complete the official application form.
- Write a personal letter that clearly states the applicant's career objectives and how the grant will help the applicant reach those goals. The applicant should mention any significant professional achievement or awards they have received.

U.S. Applicants

- A letter of recommendation from the local IREM chapter president or designated chapter officer supporting your application.

International Applicants

An international applicant is defined as an individual who is not a U.S. citizen or permanent resident and who does not hold an immigrant visa.

- A letter of support from the local IREM Chapter president or designated chapter officer where available. Otherwise submit a letter of support from current employer, or client if self-employed.

Applicants for the Donald M. Furbush, CPM® and Bette Fears, ARM® Professional Development Grants must be currently employed in the real estate management industry.

Applicants for the Diversity Outreach Professional Development Grant:

- ***Must be a member of an underrepresented population group with the intent to enter a career in real estate and specifically real estate management.***
- ***Describe your underrepresented population group in the area where you live or work.***

SELECTION CRITERIA

Rittle Grant

- An expressed interest in real estate management as a career.
- Character, as demonstrated by community service, leadership, etc.

Furbush CPM® and Fears ARM® Grants

- Commitment to professional excellence as demonstrated by accomplishments in the real estate industry and community.
- Strength of recommendation.
- Personal commitment to gaining the CPM® designation or ARM® certification.

Diversity Outreach Grant

- Applicant has expressed an interest in achieving an IREM credential.
- Applicant has demonstrated commitment to the industry as evidenced by employment in the real estate management profession.
- Applicant may be currently employed by a real estate management organization that serves low or moderately-low income communities.
- Applicant is a member of an underrepresented population group in the real estate management industry.

STIPULATIONS AND BENEFITS

Recipients are required to register for and attend a course within 12 months of being awarded a grant. Lack of use during any 12 month period will rescind the grant.

Rittle Grant

Provides up to \$3,000 to be used toward tuition and travel related expenses to attend any and all IREM courses. Individuals may receive only one grant in a calendar year.

Furbush CPM® Grant

Provides up to \$6,000 to complete all course work and begin candidacy status. The intent of the grant is to cover most, if not all the cost associated with achieving the CPM® including tuition, management plan submission fee, candidate application fee, exam fee, travel, hotel, and other personal expenses related to attending IREM courses.

Fears ARM® Grant

Provides up to \$3,000 to complete all course work and earn the ARM® certification. The intent of the grant is to cover most, if not all the cost associated with achieving the ARM® including tuition, application and exam fees, travel, hotel, and other personal expenses related to attending IREM courses.

Diversity Grant

Provides up to \$6,000 to complete all course work and earn an IREM credential. The intent of the grant is to cover most, if not all the cost associated with achieving a credential including tuition, management plan submission fee, application fee, exam fee, one year of national and chapter dues, travel, hotel, and other personal expenses related to attending IREM courses. The grant recipient will be linked with an individual mentor to assist the recipient in achieving a credential.

APPLICATION DEADLINE

Rittle and Diversity Grants

There is no application deadline date. Applications are reviewed quarterly and may be submitted at anytime. Completed applications are evaluated and grants awarded 30 to 60 days after the following received dates:

Applications Received By

March 31

June 30

September 30

December 31

Furbush CPM® and Fears ARM® Grants

Chapter or applicant must return the completed application and required materials to the IREM Foundation by **June 30th** each year. After review, the applicant and the local chapter will be notified by mail of the committee's decision.

Completed applications are evaluated and grants awarded 30 to 60 days after the June 30th deadline date.

Application deadlines falling on a weekend or holiday are extended to the first following business day.

SEND COMPLETED APPLICATION TO:

IREM Foundation
Attn: Scholarship and Grant Program
430 N. Michigan Ave.
Chicago, IL 60611-4090
Phone: (312) 329-6008
Fax: (312) 410-7908

The application must be accompanied by all of the supporting documentation as described in the Eligibility section of this document.

Please type or print clearly.

Indicate for which grant you are applying:

- Paul H. Rittle, Sr. Professional Development Grant
- Donald M. Furbush, CPM® Professional Development Grant
- Bette Fears, ARM® Professional Development Grant
- Diversity Outreach Professional Development Grant

Name: Mr. Ms _____
LAST FIRST MIDDLE

IREM ID No. _____ **Local IREM Chapter Affiliation:** _____

If you are not currently an IREM Member, which of these IREM credentials will you pursue at some time in the future?

- CPM® designation ARM® certification ACCREDITED COMMERCIAL MANAGER®

Have you received IREM Foundation funding in the past? Yes No **If yes, which did you receive?**

- Paul H. Rittle, Sr. Professional Development Grant Diversity Outreach Professional Development Grant
 Donald M. Furbush, CPM® Professional Development Grant Bette Fears, ARM® Professional Development Grant

When did you receive this funding? _____ Amount of funding received: \$ _____

Citizenship: U.S. Canada Other _____ **Are you of legal age?** Yes No **Date of birth** _____ / _____ / _____
MONTH DAY YEAR

Home Address

STREET _____
 CITY STATE/PROVINCE ZIP/POSTAL CODE COUNTRY _____
 PHONE FAX _____
 E-MAIL _____

Business Address

COMPANY NAME _____
 STREET _____
 CITY STATE/PROVINCE ZIP/POSTAL CODE COUNTRY _____
 PHONE FAX _____

Current Employer:

COMPANY NAME POSITION/TITLE _____
 START DATE (MO/YR) SUPERVISOR'S NAME _____
 NATURE OF FIRM'S BUSINESS _____
 DESCRIBE YOUR JOB RESPONSIBILITIES _____

Previous Employer:

COMPANY NAME POSITION/TITLE _____
 START DATE (MO/YR) – TERM. DATE (MO/YR) SUPERVISOR'S NAME _____
 NATURE OF FIRM'S BUSINESS _____

Does your current employer have an education reimbursement policy? Yes No

If yes please attach a description, or a copy of the policy.

If you currently manage a portfolio of properties, please describe the portfolio:

	RESIDENTIAL	COMMERCIAL	INDUSTRIAL
No. of units or sq. feet/sq. meters	_____	_____	_____
No. of sites	_____	_____	_____

Educational Background:

HIGH SCHOOL LAST ATTENDED	ATTENDANCE FROM (MO/YR) – TO (MO/YR)	MAJOR FIELD OF STUDY	DEGREE OR DIPLOMA EARNED
_____	_____	_____	_____
COLLEGE OR UNIVERSITY ATTENDED	ATTENDANCE FROM (MO/YR) – TO (MO/YR)	MAJOR FIELD OF STUDY	DEGREE OR DIPLOMA EARNED
_____	_____	_____	_____

Real Estate Training: (Courses, seminars, etc. If you have attended any IREM courses, indicate the courses, cities and dates)

INSTITUTION/ORGANIZATION NAME	ATTENDANCE FROM (MO/YR) – TO (MO/YR)	SUBJECT OF STUDY	DEGREE, CERTIFICATE OR DIPLOMA EARNED
_____	_____	_____	_____
INSTITUTION/ORGANIZATION NAME	ATTENDANCE FROM (MO/YR) – TO (MO/YR)	SUBJECT OF STUDY	DEGREE, CERTIFICATE OR DIPLOMA EARNED
_____	_____	_____	_____