

**Montana Board of Realty Regulation**  
**301 S. Park Ave., 4<sup>th</sup> Floor**  
**PO Box 200513**  
**Helena, MT 59620-0513**  
**PHONE: 406-841-2324 FAX: 406-841-2323**  
**E-MAIL: [dlibsdrre@mt.gov](mailto:dlibsdrre@mt.gov) WEBSITE: [www.realestate.mt.gov](http://www.realestate.mt.gov)**

TO: Real Estate Grant Applicants  
FROM: Board of Realty Regulation Education Committee  
RE: Continuing Education Grant Application Requirements

The following is a list of supplemental items that you must provide to the Board of Realty Regulation for your grant application to be reviewed for approval. Incomplete applications will not be reviewed.

1. Each complete grant application must be submitted at least 30 days prior to the intended course date. Please note, grants requiring additional review or additional information may take in excess of 90 days for review. **Grants for the 2012 Fiscal Year (July 1, 2011 thru June 30, 2012) will only be given for core courses or courses covering a mandatory topic.**
2. Submit a complete, signed grant application.
3. Submit a narrative explanation of the target licensees and the purpose of the grant. For whom is this program intended? Why does this program need financial assistance? Why will the project not generate enough revenue to cover expenses?
4. Submit a budget for the course offering. Include costs of the facility, cost of the instructor/course, advertising, travel expenses and any other expenses. The Board of Realty Regulation will not pay grant monies for food at breaks or lunches, or for locations, travel, and/or other expenses which are above average market cost. Attendees must be charged a minimum of \$10.00 per hour of CE offered. Please have a minimum of 15 attendees for each course. No one grantee may receive more than 25% of the total grant monies budgeted for the fiscal year in which the grant is to be awarded.

Please do your best to be accurate with the number of attendees when preparing the budget. If the number of actual attendees is higher than the estimated number, your grant monies may be reduced.

5. The course must be approved by the Montana Board of Realty Regulation, and it must be taught by an approved instructor. If the instructor or course has not yet been approved, your grant application may be denied.

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Send a complete application packet to Education Director, Board of Realty Regulation, P.O. Box 200513, Helena, MT 59620-0513.



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<b>OFFICE USE</b> APPROVED: YES____NO____ DATE_____ AMNT:_____
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**EDUCATION GRANT APPLICATION**

**PROVIDER INFORMATION:**

Name of Course Provider: \_\_\_\_\_  
Tax I.D.#: \_\_\_\_\_ Telephone#: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Street, P.O. Box) (City) (State) (Zip)

**COURSE INFORMATION:**

Course Date: \_\_\_\_\_ Course Location: \_\_\_\_\_  
Course Name: \_\_\_\_\_ Course# \_\_\_\_\_  
Instructor Name: \_\_\_\_\_ Instructor # \_\_\_\_\_  
Course Name: \_\_\_\_\_ Course# \_\_\_\_\_  
Instructor Name: \_\_\_\_\_ Instructor # \_\_\_\_\_  
Course Name: \_\_\_\_\_ Course# \_\_\_\_\_  
Instructor Name: \_\_\_\_\_ Instructor # \_\_\_\_\_  
Course Name: \_\_\_\_\_ Course# \_\_\_\_\_  
Instructor Name: \_\_\_\_\_ Instructor # \_\_\_\_\_

**DOLLAR AMOUNT REQUESTED:** \_\_\_\_\_

## AFFADAVIT OF UNDERSTANDING

The applicant understands and agrees that this course must be administrated according to current Board of Realty Regulation Rules ([www.realestate.mt.gov](http://www.realestate.mt.gov): Regs: Administrative Rules) regarding continuing education courses.

The applicant understands that per ARM 24.210.667 (10) and 24.210.835 (9), "all approved continuing education must be available to all licensees." The applicant agrees to notify and send registration information to all licensees in the given target area.

The applicant understands that per ARM 24.210.604 (4) "only brokers with the Supervising Broker endorsement may get credit for completing supervising broker education." Other licensees may take the course, but credits should not be reported for them. However, they should be given a certificate of completion.

The applicant understands that the Board may deny a grant request based upon lack of funding, insufficient evidence of need (see instructions on Page 1), unqualified instructor, unqualified course or for cause.

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(Signature of Grant Applicant)

(Date)