# Georgia RIAC Grant Support – RPAC Event Request Form

Please complete the request form with as much detail as possible and signed by all parties. **This form is due on the 15th day of the month PRIOR to your event taking place**. (Ex: if your event is in December, this form is due no later than November 15th, but you can always submit it before the deadline). RIAC meets on the first Wednesday of every month. RIAC will only accept fully completed request forms.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Association Name** |  | | | **Date** |  |
| **Association Executive/CEO** | | **Email:** |  | **Phone:** |  |
|  | |
| **Association President** | | **Email:** |  | **Phone:** |  |
|  | |
| **Association RPAC Chair** | | **Email:** |  | **Phone:** |  |
|  | |

**EVENT DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Event Name** |  | **Event Date & Time** |  |
| **Location** |  | **Expected Attendance** |  |

|  |  |
| --- | --- |
| **General description of the event (including how funds will be raised) Example: Auction, Chili Cookoff, Liquor Pull** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Amount requested from RIAC (Cannot exceed $10,000)** | |  | | |
| **Goal you set for the event** | |  | | |
| **Has the Board applied or plans to apply for an NAR RPAC Fundraising Grant for this event?** | **No** | | **Yes** | **Amount** |
| **Has the board requested funds for this event in previous years? Ask your Local Advocacy Manager if you are unsure.** | **No** | | **Yes** | **Amount** |
| **What** [**percentage of goa**](https://garealtor.com/wp-content/uploads/2024-GARPAC-Monthly-Report-YE-2024-FINAL.pdf)**l did the board attain last year?** | |  | | |
| **What is the** [**board’s RPAC goal ($**](https://garealtor.com/wp-content/uploads/2025-GARPAC-Goals-Receipts-MIs.pdf)**) for the current year?** | |  | | |
| **Please describe the success of the previous event, including final RPAC funds raised.** | | | | |

**EVENT Financials**

|  |  |
| --- | --- |
| **Projected RPAC investments** |  |
| Ticket sales | $ |
| Other ticketing options (table purchases, VIP tickets, etc.) | $ |
| Auction item purchases \*\* | $ |
| Other (please specify) | $ |
| **TOTAL INVESTMENTS** | $ |
| **Expected Event Expenses** |  |
| Auction Items | $ |
| Entertainment | $ |
| Other (please specify) e.g. decorations, prizes, printing | $ |
| **SUBTOTAL (of the above three)** | $ |
| Venue | $ |
| Food and Beverage | $ |
| **Total Expected Expenses of the Event:** | $ |
| **One Third Rule \*** |  |
| **TOTAL INVESTMENTS** | $ |
| **SUBTOTAL** | $ |
| **If TOTAL INVESTMENTS are 3X the SUBTOTAL 1/3RD will be met** |  |
| **Anticipated Funds to Pay Expenses** |  |
| Sponsorships | $ |
| RIAC Grant Requested | $ |
| NAR RPAC Fundraising Grant Requested | $ |
| Board funds | $ |
| Other (please specify) | $ |
| **Total Anticipated Funds to Pay Expenses:** | $ |

**\*Adherence to the “One-Third Rule” established by the Federal Election Commission Act is required. Until the “One-Third Rule” is satisfied, additional requests will be tabled.**

**[The rule provides that the value of the prizes, merchandise, or entertainment distributed (exclusive of food, beverage and facility expenses) to contributors at a fundraising event may not exceed one-third of the total contributions made by contributors at the event. Stated conversely, the event must result in total contributions not less than three times the costs of prizes and entertainment.]**

**The undersigned confirm that the information contained in this application is accurate to the best of their knowledge and agree to include the proper disclosure language on all RPAC/PAF promotional materials.**

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**Signature of Local Board President Date**

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**Signature of Local RPAC Chair Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Local Board AE Date**

**NOTES:**

**• To be eligible to submit future RIAC requests, you must complete the Georgia RIAC Event Evaluation Form and return it to GAR within 30 days after the event. Future requests will be rejected if you have outstanding event evaluations.**

**• RPAC fundraising efforts must comply with Georgia law as well as with the Federal Election Campaign Act, which is why we request a breakdown of how the RIAC funds will be/were spent.**

**• If there are any RIAC funds unspent, return them to GAR via EFT with an explanation.**