

Chapter Named Education Scholarship Program Guidelines

Background

The purpose of the Chapter Named Education Scholarship Program (the “Program”) is to honor a CCIM, Individual or Corporation (the “Honoree”) for their dedication, commitment, outstanding achievement and service in the commercial real estate and investment area.

The Program is designed to allow a CCIM Chapter (or district(s) within a Chapter) and The CCIM Institute Foundation (“Foundation”) to promote scholarship in the area of commercial real estate and investment on a local, state, and national basis. The Program should promote the CCIM Designation on a broad basis, encourage education in commercial real estate, increase the visibility of the Chapter, and promote CCIM members by honoring the Named Honoree and recipients.

Presentations of fully funded scholarships are made once per year at The CCIM Institute Fall Forum. Honorees and/or Chapter representatives will receive a crystal award in the Honoree’s name.

Chapter Requirements

Interested Chapters may submit Named Education Scholarship Application for review and approval by The CCIM Institute Foundation. Scholarships will be awarded in accordance with these Chapter Named Education Scholarship Program Guidelines and consistent with The CCIM Institute Foundation’s 501 (c)(3) status. See **Reviewing Applications from Potential Scholarship Recipients**. In addition to scholarship recipients meeting eligibility requirements, applying Chapters shall:

- Assign a liaison to be the primary point of contact between The CCIM Institute Foundation and the Chapter’s/district’s scholarship committee or Leadership;
- Present the Named Education Scholarship at a regular Chapter/district function (when applicable);
- Provide required documentation to The CCIM Institute Foundation
 - Brief summary and photo of award presentation
 - Photo of the recipient when applicable

Reviewing Applications from Potential Scholarship Recipients

Chapter Named Education Scholarships must be made consistent with the following requirements and limitations for applicant eligibility and selection criteria:

- Any students receiving scholarship grants must express the intent to pursue a career in real estate.
- Scholarships can be used toward the cost of tuition of courses provided by The CCIM Institute.
- Scholarships, if awarded to students in higher education, must be made to those attending accredited colleges and universities (preferably to schools that are involved in The CCIM Institute’s University Outreach Program).

- Selection criteria must include financial need, academic record, and other objective, non-discriminatory factors without regard to any applicable protected class or characteristic.
- Relatives of those on the scholarship selection committee are not eligible.
- Chapters/districts will collect and evaluate applications from potential scholarship recipients according to the requirements for scholarship recipients established by The CCIM Institute Foundation as well as the criteria and process determined by the Chapter and approved by The CCIM Institute Foundation.

Funding Requirements

- To request matching funds for a Chapter Named Education Scholarship, chapters must submit a complete application and have raised the full amount of its total contribution. If a chapter (or district(s) within a chapter) for any reason has not deposited the full amount of its total contribution as set forth in the application within five (5) years, those monies that have been deposited with The CCIM Institute Foundation will revert unencumbered to The CCIM Institute Foundation's general fund.
- The CCIM Institute Foundation will charge an annual management fee of not to exceed 2% of the gross initial balance at the beginning of each year. The Chapter Named Education Scholarship assumes all market risk. The CCIM Institute Foundation does not warrant or guarantee any returns on investment or fund performance.
- Funds can be added to increase the amount of scholarship awards.

Commitment of Funds

- Chapters will receive an annual update of their account balances when the December financial reports are generated.
- Should the sponsor cease operations or decide to stop awarding the scholarship, a replacement sponsor should be identified. If this is not done, The CCIM Institute Foundation may decide to administer the scholarship or elect to have the restricted funds revert unencumbered back to The CCIM Institute Foundation general fund, in The CCIM Institute Foundation's sole discretion.

Initial Funding Contributions

Effective January 1, 2025, The CCIM Institute Foundation requires a minimum chapter contribution to establish Named Education Scholarships. The CCIM Institute Foundation may, in its sole discretion, make additional contributions to Named Education Scholarships at the time of initial contribution by the Chapter/District. The CCIM Institute Foundation will not establish any Named Education Scholarship where the initial scholarship funding is less than \$25,000, whether from the Chapter/District or in combination with any contribution from The CCIM Institute Foundation.

Procedures

- Completed applications (please use the checklist to ensure ALL documents are complete) should be sent in one single email to:
- Gail Collins, CCIM
CCIM Institute Deputy CEO/Foundation Executive Director
430 Michigan Ave., 700
Chicago, IL 60611
gcollins@ccim.com
- Checks should be sent to the address below. Contact The CCIM Institute Foundation for wire transfer information.

The CCIM Institute Foundation
ATTN: Accounting
430 Michigan Ave., 700
Chicago, IL 60611

Funding Timing

- The Named Education Scholarship Program matching funds deadline is March 31st.
- The CCIM Institute Foundation Board matching funds approval or denial notice shall be provided on or before May 1st.
- Named Education Scholarship distributions, available per guidelines, shall be available for distribution the following year.
- New fully funded scholarship presentations will take place at The CCIM Institute Fall Forum.

Scholarship Awards

- The first scholarship is available to be awarded one (1) year after the date the scholarship is fully funded. Scholarship Recipient submissions can be made at any time during the year via this form: <https://ccim.wufoo.com/forms/ccim-foundation-scholarship-recipient-form/> Scholarships will be made payable to the scholarship recipient with documentation required to demonstrate the educational expense(s).
- Chapter/District shall award at least one (1) scholarship every calendar year.
- The minimum scholarship total must be \$1,000. If a Chapter/District fails to award at least one (1) scholarship in any given calendar year, \$1,000 of the scholarship funds shall revert to a regional foundation scholarship administered by The CCIM Institute Foundation in its sole discretion. The terms of any award from the Chapter/District shall include a requirement that the award recipient redeem the scholarship for a qualified course within the following calendar year after the scholarship is awarded. If an award recipient does not redeem the scholarship within the following calendar year after the scholarship is awarded, the Chapter/District shall reclaim all scholarship funds from the recipient and revert the funds to a regional foundation scholarship administered by The CCIM Institute Foundation in its sole discretion. The CCIM Institute Foundation shall provide Chapter/District with template award letters and agreements consistent with the Chapter Named Education Scholarship Program Guidelines for use by the Chapter/District. Negative investment returns or performance in any given year will not relieve Chapter/District of its responsibilities to administer the Scholarship under this section. The calendar year period may be extended on a case-by-case basis due to extenuating circumstances, in The CCIM Institute Foundation's sole discretion. Chapter/District may postpone their annual award to give a larger award or multiple scholarships. The Chapter/District's intent to do this must be made in writing to The CCIM Institute Foundation in the calendar year it is being skipped, subject to The CCIM Institute Foundation's approval in The CCIM Institute Foundation's sole discretion.

About The CCIM Institute Foundation

The CCIM Institute Foundation is a 501(c)(3) non-profit organization. The mission of The CCIM Institute Foundation is to advance commercial real estate careers through scholarship programs and research initiatives.

Chapter Named Education Scholarship Application - Due By March 31

SCHOLARSHIP INFORMATION	
Scholarship Name:	
Chapter:	
Contact Name:	
Email/Phone:	
Amount of Initial Contribution from Chapter	
Amount of Additional Contribution Requested from The CCIM Institute Foundation:	

CHECKLIST – PLEASE ENSURE ALL INFORMATION IS COMPLETE BEFORE SUBMISSION TO CCIM FOUNDATION	
<input type="checkbox"/>	Complete Intent Form (see page 5)
CRITERIA	<p>Scholarship Application (Must contain specific information on each of the below. Additional pages can be attached)</p> <p><input type="checkbox"/> <i>Who qualifies (ex. CCIM Candidate, university student studying real estate):</i></p> <p>_____</p> <p><input type="checkbox"/> <i>To be used toward (ex. CCIM core course, Ward Center Courses, J. W. Levine Leadership Development Academy, local university – if this option, please indicate name of university)</i></p> <p>_____</p>
PROCESS	<p><input type="checkbox"/> <i>Awarding body (ex. Scholarship committee, Chapter Board of Directors) _____</i></p> <p><input type="checkbox"/> <i>Deadline for applications _____</i></p> <p><input type="checkbox"/> <i>Annual Presentation (date/place) _____</i></p> <p><input type="checkbox"/> <i>Bio of Honoree (if an individual)</i></p> <p><input type="checkbox"/> <i>Photo of Honoree (if an individual)</i></p>

Chapter Named Education Scholarship Program Intent Agreement

Chapter/District: _____

Foundation Liaison: _____

Scholarship Name: _____

The _____ Scholarship will be funded in the amount of \$ _____ . \$ _____ contribution from the chapter; \$ _____ contribution from The CCIM Institute Foundation.

The CCIM Institute Foundation shall assess a management fee not to exceed two percent (2%) per annum of the Chapter Named Education Scholarship actual balance. The Chapter Named Education Scholarship assumes all market risk. The CCM Institute Foundation does not warrant or guarantee any returns on investment or fund performance.

Scholarships will be awarded and administered by the chapter/district in accordance with the Named Education Scholarship Program Guidelines, attached hereto and the terms of which are incorporated herein, and consistent with The CCIM Institute Foundation’s 501(c)(3) status. Chapter Named Education Scholarships must be made consistent with the following requirements and limitations for applicant eligibility and selection criteria:

- Any students receiving scholarship grants must express the intent to pursue a career in real estate
- Scholarships can be used toward the cost of tuition of courses provided by The CCIM Institute.
- Scholarships, if awarded to students in higher education, must be made to those attending accredited colleges and universities (preferably to schools that are involved in The CCIM Institute’s University Outreach Program).
- Selection criteria must include financial need, academic record, and other objective, non-discriminatory factors without regard to any applicable protected class or characteristic.
- Relatives of those on the scholarship selection committee are not eligible.

The Chapter/District will collect and evaluate applications from potential scholarship recipients according to the requirements for scholarship recipients established by The CCIM Institute Foundation as well as the criteria and process determined by the Chapter/District and approved by The CCIM Institute Foundation. **Any additional eligibility or selection criteria must be included with the application for approval by The CCIM Institute Foundation.**

The first scholarship is available to be awarded one (1) year after the date the scholarship is fully funded. Scholarship recipient submissions can be made at any time during the year via this form: <https://ccim.wufoo.com/forms/ccim-foundation-scholarship-recipient-form/> Scholarships will be made payable to the scholarship recipient with documentation required to demonstrate the educational expense(s).

Chapter/District shall award at least one (1) scholarship every calendar year. The minimum scholarship total must be \$1,000. If a Chapter/District fails to award at least one (1) scholarship in any given calendar year, \$1,000 of the scholarship funds shall revert to a regional foundation scholarship administered by The CCIM Institute Foundation in its sole discretion. The terms of any award from the Chapter/District shall include a requirement that the award recipient redeem the scholarship for a qualified course within the following calendar year after the scholarship is awarded. If an award recipient does not redeem the scholarship within the following calendar year after the scholarship is awarded, the Chapter/District shall reclaim all scholarship funds from the recipient and revert the funds to a regional foundation scholarship administered by The CCIM Institute Foundation in its sole discretion. The CCIM Institute Foundation shall provide Chapter/District with template award letters and agreements consistent with the Chapter Named Education Scholarship Program Guidelines for use by the Chapter/District. Negative investment returns or performance in any given year will not relieve Chapter/District of its responsibilities to administer the Scholarship under this section. The calendar year period may be extended on a case-by-case basis due to extenuating circumstances, in The CCIM Institute Foundation's sole discretion. Chapter/District may postpone their annual award to give a larger award or multiple scholarships. The Chapter/District's intent to do this must be made in writing to The CCIM Institute Foundation in the calendar year it is being skipped, subject to The CCIM Institute Foundation's approval in The CCIM Institute Foundation's sole discretion.

By signing below, you acknowledge on behalf of the chapter that you have received the Chapter Named Education Scholarship Program Guidelines and agree to abide by them.

Chapter Representative Signature

Date

Printed Name & Title

Accepted and approved on behalf of The CCIM Institute Foundation

Signature

Date

Printed Name & Title