



2022/23 DEI Membership Grants

CREW New York (CREWNY) is excited to invite eligible applicants to apply for a 2022/23 CREWNY Membership Grants in an effort to advance all women in commercial real estate (CRE) through greater visible and invisible diversity and inclusion in CRE.

If you meet the applicable Eligibility Standards set forth in the instructions, please consider applying for a 2022/23 Grant. Our community looks forward to welcoming you.

Application Timeline:

- August 15, 2022: Deadline for receipt of the Application Documents by 5:30 pm (ET).
- August 15, 2022 - September 2, 2022: Applications reviewed, and applicant interviews conducted, by the Grant Awards Team.
- September 9, 2022: Winner announced.

How to Apply [*Online applications strongly encouraged.*]:

- **Apply online**
 - Submit your application and all supporting Additional Documents online.

-OR-

- **By email**
 - Contact office@crewny.org for any questions.

Contact:

- If you have any questions, please feel free to contact: office@crewny.org.

I. PROCESS, BENEFITS & CRITERIA

A. 2022 GRANTS PROCESS:

The Grants will be awarded to up to seven (7) eligible Grant applicants. Four (4) of the Grants are intended be awarded to professionals satisfying all of the "Grant Requirements." below for a Basic Membership Grant; and two (2) of the Grants are intended to be awarded to graduate students meeting the "Grant Requirements." below for a Graduate Student Membership Grant (in each case, the "**Grant Requirements**").

In order for an applicant to be considered "eligible" for a Grant by CREWNY, the applicant must: (a) meet all of the applicable Eligibility Standards; (b) complete and submit all of the Application Documents, as appropriate, by the above deadline; and (c) be available for an interview by the Grant Awards Team. Application Documents which are incomplete in any way will not be reviewed or considered.

*All Application Documents, including the Personal Financial Statement, are intended to remain strictly confidential, and shall be retained securely by and on behalf of CREW New York for administrative purposes only, being assessed by the Grants Awards Team. The Team shall not distribute, disseminate or share the Application Documents, except to the extent necessary to conduct the Grants award process, or as required by applicable law. Any sensitive information you choose to supply in connection with applying for a Grant is completely **voluntary**.*

The 2022/23 Grant Process, and awarding of the Grants, are subject in all respects to applicable laws.

B. 2022/23 GRANT BENEFITS: Applicants awarded a Grant will receive the following benefits and opportunities:

- Complimentary membership in CREW Network for the balance of its 2022, and the full 2023, membership year, with all of the benefits and opportunities accruing to CREW Network members,

including access to its CREWBiz Community. CREW Network is an organization of over 12,000 CRE professionals, representing nearly every discipline in the industry, and having affiliate organizations in over 75+ major markets across the globe.

- Complimentary membership in CREWNY for the balance of its 2022, and the full 2023, membership year at either, as appropriate, the: (a) "Basic Member" level, with all of the benefits and opportunities redounding to a Basic Member of CREWNY; or (b) "Graduate Student" level, with all of the benefits and opportunities redounding to a Graduate Student Member of CREWNY. CREWNY is the New York Chapter of CREW Network, and a leading organization advancing the success of all women in CRE in the New York metropolitan area.
- The following opportunities offered by both CREW New York and CREW Network:
 - Quality thought-leadership and content;
 - Effective networking;
 - Strong professional and leadership development; and
 - Community engagement and inclusion.

CREWNY strongly encourages the active participation of our members on a CREWNY Committee in order to fully experience the benefits and opportunities which CREWNY membership offers. Accordingly, Grant recipients are required to actively serve on one of CREWNY's standing Committees to maximize the value of the benefits and opportunities provided to Grant Award winners.

C. GRANT AWARDS CRITERIA:

There are a limited number of CREWNY Grants available, which are needs-based and will be awarded based solely on merit. Applicants will be comparatively assessed by the Grants Award Team based on:

- Financial need considerations;
- Your interview; and
- Your Application Documents.

II. GRANT REQUIREMENTS

A. BASIC MEMBERSHIP GRANT REQUIREMENTS [For CRE Professionals]:

1. **ELIGIBILITY STANDARDS.** To be considered eligible for a Basic Membership Grant, an applicant must currently:
 - Be, or identify as, female;
 - Be employed in a substantially full-time professional position, or have an ownership interest in an entity, the primary responsibilities of which are in one or more of the Qualified Fields of Commercial Real Estate (QFCRE) listed in Section C below;
 - Have at five (5) or more years of experience in a QFCRE;
 - Work, have an office, conduct business or have a controlling interest in a business located in the New York metropolitan or immediately surrounding area;
 - Be of good character, having the highest professional and ethical standards and integrity; and
 - Actively support the achievement of parity for all women in all ways in New York's CRE industry.
2. **APPLICATION REQUIREMENTS.** If an applicant meets all of the above Eligibility Standards, in order to be considered by CREWNY for a Basic Membership Grant, an applicant must submit all of the following documents (collectively, for these applicants, the "**Application Documents**") to CREWNY by the above deadline:
 - Grant Application, fully-completed, signed and dated;
 - Personal Statement of Interest, not exceeding 500 words, stating your reasons for wanting to join CREWNY and your career goals in CRE;
 - Personal Financial Statement;
 - Letter of Reference (from an employer, colleague or contact in commercial real estate); and
 - Resume, CV or biography briefly describing your professional career highlights (*e.g.*, education, employment, leadership positions and accomplishments).

B. GRADUATE STUDENT GRANT REQUIREMENTS [For Graduate Students]:

1. **ELIGIBILITY STANDARDS:** In order to be considered eligible for a Graduate Student Membership Grant, an applicant must currently:
 - Be, or identify as, female;
 - Be enrolled substantially full-time in an accredited university or other educational institution in the New York metropolitan or immediately surrounding area, not scheduled to graduate before June 30, 2023;
 - Actively pursuing a graduate degree in such university or educational institution in one of the QFCREs listed in Section C below;
 - Be of good character, having the highest professional and ethical standards and integrity; and
 - Actively support the achievement of parity for all women in all ways in New York's CRE industry.
2. **APPLICATION REQUIREMENTS.** If an applicant meets all of the above Eligibility Standards, in order to be considered for a Graduate Student Membership Grant, an applicant must submit all of the following documents (collectively, for these applicants, the "**Application Documents**") to CREWNY by the above deadline:
 - Grant Application, fully-completed, signed and dated;
 - Personal Statement of Interest, not exceeding 500 words, stating your reasons for wanting to join CREWNY and your career goals in CRE;
 - Personal Financial Statement;
 - 2021/2022 Transcripts; and

- Letter of Reference (from a professor, employer or contact in commercial real estate).
- If you like, you may also include a resume, CV or biography briefly describing your professional career highlights (e.g., education, positions and accomplishments). **[Optional]**

C. QUALIFIED FIELDS OF COMMERCIAL REAL ESTATE (QFCREs):

• Accounting	• Commercial Lending	• Environmental	• Law (CRE)
• Acquisitions / Dispositions	• Construction Management	• Executive (CRE)	• Market Research & Analytics (CRE)
• Appraisal	• CRE Consulting (100%)	• Facility / Property Management	• Project Management
• Architecture	• Corporate Real Estate	• Finance/Investment (CRE)	• Public Sector, Quasi-Governmental & Port Authorities (CRE)
• Asset Management	• Cost Segregation	• Human Resources (100% CRE firm)	• Relocation Services, Corporate
• Brokerage	• Development (CRE)	• Interior Design / Space Planning	• Risk Management (CRE)
• CRE Business Development (100% CRE firm only)	• Economic Development	• Investment Management (CRE)	• Surveying
• Commercial Insurance	• Education	• Investor Relations (CRE)	• Title/Escrow (CRE)
	• Engineering (CRE)	• Land Use & Zoning	



DEI Grant Application

Name:

Address:

Email Address:

Contact Phone #:

Type of Grant: BASIC or GRADUATE STUDENT

Please answer the following questions, checking the appropriate box where indicated:

1. If you are applying for the **Basic Membership Grant**, please provide the following information:
 - Name of employer or company: _____
 - Address of employer or company: _____
 - Title/Position: _____
 - Contact information: Email: _____; Tele.: _____
 - How long with employer or company? _____
2. If you are applying for the **Graduate Student Grant**, please provide the following information:
 - Name of university or educational institution attending: _____
 - Degree program: _____
 - Graduation date: _____
3. By checking this box, I acknowledge that Grant recipients are required to actively serve on a CREWNY Committee.
4. Do you self-identify as female: YES ; NO
5. **Optional Demographics Information** (Please consider checking all that apply)
 - **Ethnicity/Origin:**
African ; African American ; Black ; Black British ; Asian or Asian British ; Caribbean ; East and Southeast Asian ; European ; Hispanic/Latinx ; Latin, Central and South American ; N. African ; West Central Asian ; Middle Eastern ; South Asian ; Mixed ; Caucasian ; Prefer not to disclose
 - **Age:**
Under 25 ; 25-29 ; 30-34 ; 35-39 ; 40-44 ; 45-49 ; 50-54 ; 55-59 ; 60-64 ; 65+ ; Prefer not to disclose
 - **Disability:**
Physical ; Learning (e.g., ADHD, dyslexia) ; Other _____ [describe, if you choose]; Prefer not to disclose
 - **Sexual Orientation:**
Asexual ; Bi-sexual ; Heterosexual ; Lesbian ; Other (describe, if you choose) _____; Prefer not to disclose:
 - **Veteran:** YES ; NO Prefer not to disclose:
 - **Foreign Born:** YES ; NO Prefer not to disclose:
6. Please include a Personal Statement of Interest (no more than 500 words) about you in form provided.

[Insert name of applicant here and sign above]

Date: _____



Personal Statement of Interest
[No more than 500 words]

Name:

Statement:



Personal Financial Statement

Name:
Address:
Email Address:
Contact Phone #:
Type of Grant: BASIC [] or GRADUATE STUDENT []

Please answer the following questions, checking the appropriate box where indicated:

1. **EMPLOYMENT:**
 - Are you employed?
 - If so, is it Full-time [] or Part-time []?
 - If employed, please provide employer name and business address: _____
 - If employed, are you eligible to receive reimbursement from your employer of CREWNY's membership fee? YES [] NO []
2. **DEPENDENT:**
 - Are you listed as a dependent on the 2021 income tax return of your parent(s)/guardian/spouse? YES [] NO []
 - If you are applying for the Graduate Student Grant, how are you financing your education?
3. Please describe why you require financial assistance to become a CREWNY member?

4. Please complete the following as of the date of your Grant Application:

<u>ASSETS</u> <i>[Note: List all assets at current value]</i>	<u>LIABILITIES</u>
(a) Cash and bank accounts \$ _____	(a) Credit card debt and other obligations \$ _____
(b) Investments in real estate (e.g., home, residence, business use, investment use) \$ _____	(b) Educational loan debt from a financial institution (including debt of parents incurred to cover tuition) \$ _____
(c) Annual compensation \$ _____	(c) If a student applying for the Graduate Membership Grant, estimated amount required to obtain degree \$ _____
TOTAL \$ _____	TOTAL \$ _____

By my signature below, I, _____ [insert name of applicant] certify that this Personal Financial Statement is currently true and correct.

[Sign above]
Dated: _____