Conference Grants Policy

Purpose

To provide funding to those most in need of financial assistance to participate in NSGIC conferences, and to increase participation by states that have not been active in NSGIC and those whose participation would substantially contribute to the NSGIC Conference and mission. This will provide a more complete and balanced "voice of the states", which is the essential element of the NSGIC mission.

Each grant will include expectations of participation during the conference by the recipient. For example, the state rep would be expected to participate in speed networking and the state caucus.

Expenses Covered

Depending on the need, NSGIC will cover all or part of the following expenses: lowest airfare rates, shuttle, registration, meals and shared hotel rooms arranged by NSGIC Staff. NSGIC does not cover mileage, parking, per diem, taxis, rental cars, other hotels, or longer stays at the conference venue than are required to attend the actual conference. Financial assistance for each grant request will not exceed $1,500, unless by special arrangement or authorization by the Board of Directors.

Eligibility

Notice of the grant opportunity will be sent out to the NSGIC discussion forum 12 weeks prior to the conference event. Applicants must be a member in good standing as either public sector or a retired member Applicants will complete the on-line application form that will include the following:

1. Requested level of funding
2. Estimates of variable costs such as travel.
3. Indication of whether the applicant represents their state's GIS coordination body, including a letter of support from the state GIS coordination body, if applicable.
4. Past history of membership and involvement by the application and/or the applicant's state in NSGIC, if any, including past conference attendance.
5. Short description of why they would like to receive the grant.

Selection Process

The Executive Committee will evaluate all applications. The following criteria will be used to rank applicants.

1. Individuals that would contribute significantly to the success of the meeting.
2. Past history of involvement in NSGIC by that state, with higher priority assigned to states that have not participated in the most recent annual conferences.
3. Preference will be given to first-time attendees.
4. Preference will be given to applicants from states with no other representation in attendance.
5. Evaluation of description of need/benefit offered by the applicant.
6. Level of funding requested (higher priority given to partial funding requests).
7. Individuals that will contribute to the conference either by presenting or signing up for a committee.

NSGIC Staff will notify all applicants of the Executive Committee's decision. All applicants must accept the grant and communicate intent to attend the conference within two weeks of being notified. No notification will be made to the NSGIC membership at large about the number and identity of grant applicants and recipients.

PLEASE NOTE:

NSGIC Staff will coordinate with all grant recipients to assist with travel arrangements and hotel accommodations in an attempt to reduce travel related expenses. In order to fund as many eligible applicants as possible, grant recipients are asked to minimize as many expenses as possible. NSGIC requests that applicants fund a portion of their attendance. Preference will be given to applicants that fund their own registration, travel or other expenses related to the meeting. Most meals are provided on each day of the conference; additional meal expenses may be covered through this grant. Additionally, grant recipients are asked to share hotel accommodations whenever possible. This room sharing may be pre-arranged by the applicant, or NSGIC staff can pair with another appropriate applicant. Alternatively, applicants who prefer NOT to share a room are welcome to pay half of the room charge on their own.

Requests for Conference Grants must be submitted no less than nine (9) weeks before the requested meeting. The Conference Committee will set the deadline for grant requests for each NSGIC conference.

Adopted by BOD August 2022