



2010 FALL CONFERENCE FOR COMMUNITY FOUNDATIONS

CONFERENCE SUPPORT GUIDELINES FOR NON-U.S. COMMUNITY FOUNDATIONS

The Council on Foundations is pleased to announce the Community Foundations Leadership Team's Fall Conference International Community Foundation Support Fund made possible with the generous support of the Charles Stewart Mott Foundation. The fund will support the participation of representatives from community foundations outside the United States at the Council on Foundations 2010 Fall Conference for Community Foundations.

The conference will take place September 13-15, Charlotte, North Carolina. For information about the conference including session descriptions, accommodations and logistics, see the Council's web site www.cof.org.

These guidelines describe eligibility requirements, use of support funds, award criteria and the application process for community foundations located outside the United States.

Eligibility

There is a limited pool of funds available for international community foundation attendees at the 2010 Fall Conference. These funds are available to chief executive officers (e.g., presidents, executive directors, etc.) and board members of community foundations from countries other than the United States. Please note that representatives from support/infrastructure organizations are not eligible to apply for these funds.

All applicants are expected to have reasonable facility in English or must make their own arrangements and payment for a translator.

For the purposes of the Support Fund, a *community foundation* is a charitable organization that fulfills or shows demonstrated board commitment to a majority of the following basic characteristics:

- Seeks to improve the quality of life in a defined geographic area;
- Is independent from control or influence by other organizations, governments or donors;
- Is governed by a board of members broadly reflective of the communities it serves;
- Makes grants to other nonprofit groups to address a wide variety of emerging and changing needs in the community;
- Seeks to build, over time, a collection of endowed funds from a wide range of donors, including local residents, other nonprofits and businesses;
- Provides services tailored to the interests and giving capacity of donors; and
- Helps donors achieve their philanthropic and charitable goals.

Use of Support Funds

The support award will be used to cover the following expenses of the award recipient:

Hotel Accommodations

The Fund will cover up to three nights at the Westin Charlotte or the Hilton Charlotte Center City:

- Monday, September 13
- Tuesday, September 14
- Wednesday, September 14 (checking out Wednesday, September 14)

The Council will coordinate hotel arrangements for Support Fund recipients and will pay the hotel directly. You will be sent hotel information and a confirmation number by August 30, 2010. However, only the cost of the hotel room and related taxes for the agreed period will be covered. All other incidental expenses (e.g., phone calls, food, laundry, etc.) are the responsibility of the Fund recipient and must be paid by the recipient upon leaving the hotel. A credit card or cash deposit will be required upon check-in at the hotel to cover incidental expenses.

Conference Registration Fee

The conference registration fee includes the following meals/events:

- Breakfast and Lunch on the following days: Monday, September 13; Tuesday, September 14; and Wednesday, September 15.
- One ticket for the Evening Networking Event on Tuesday, September 14

All preconference activities and other meals are the responsibility of the Fund recipient.

Transportation Costs

Airfare (economy class) and train/bus fare from the applicant's home to Charlotte and back will be reimbursed at approximately 75% of the travel costs up to a maximum established for geographic regions, as follows:

Country/Region	Maximum Airfare Reimbursement
Mexico	US\$450
Canada and Caribbean	US\$650
Other areas in Latin America	US\$900
United Kingdom and Western Europe	US\$1,000
Middle East	US\$1,200
Central/Eastern Europe/Russia	US\$1,300
Asia and the Pacific	US\$1,400
Africa	US\$1,500

In an effort to support as many participants as possible, the Support Fund will provide partial support for transportation costs as indicated above and applicants must indicate projected transportation costs on their application. The Support Fund award letter will inform recipients of the maximum amount that will be reimbursed for airfare. If the actual purchase price of airline, train and bus tickets is less than projected, applicants will be reimbursed at 75% of actual costs up to the above maximums.

Support Fund recipients will be responsible for the remaining transportation costs for airline, train and bus fares, and no local ground transportation costs (e.g., taxi to airport, train or bus station or hotel) will be eligible for scholarship support.

Please note that scholarship recipients are responsible for all arrangements and costs related to the issuing of a visa to attend the conference. Your Support Fund award letter will serve as the invitation to the conference to assist in securing the visa.

Award Criteria

Support Funds will be awarded taking into account the following factors:

- Financial need of the applicant;
- Geographic distribution of applicants; and
- Plans for using and sharing knowledge learned at the conference.

Geographic diversity of Support Fund participants is especially desired. Preference will be given to community foundation applicants that are presenting at the Fall Conference, but all eligible scholarship applicants are encouraged to apply and will be given full consideration.

Please note that applications will be reviewed by the selection committee and decided upon on a rolling basis as they are received. Therefore, applicants will increase their opportunity for receiving an award if they submit their application as early as possible. This is expected to speed up the review and award process and enable Fund recipients to complete their visa application efforts in a timely manner.

Due to limited funds, the Support Fund will not be able to support all worthy applicants.

How to Apply

Each applicant must fill out the attached application form. Only one representative from a community foundation may submit an application.

Applications will be accepted until Friday, July 30, 2010, or until the available funds are committed.

E-mail or Fax the application form to:

Isabelle Mack, Operations Manager
Global Philanthropy Program
Council on Foundations
2121 Crystal Drive, Suite 700
Arlington, VA 22202
Phone: 703-879-0747
Fax: 703-879-0947
Email: macki@cof.org

Questions

If you have any questions regarding the International Community Foundation Support Fund, please contact Isabelle Mack at the Council, (see contact information above).