



## 2009 FALL CONFERENCE FOR COMMUNITY FOUNDATIONS

### SCHOLARSHIP GUIDELINES FOR NON-U.S. COMMUNITY FOUNDATIONS (UPDATED)

The Council on Foundations is pleased to announce the Community Foundations Leadership Team's Fall Conference International Scholarship Fund for Community Foundations 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 2009 Fall Conference for Community Foundations.

The conference will take place October 5-7, 2009, in San Antonio, Texas, and will begin with a welcome reception at the Alamo on Sunday, October 4, 2009, from 6:00 – 8:00 p.m. For information about the conference including session descriptions, accommodations and logistics, see the Council's web site [www.cof.org](http://www.cof.org).

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

#### **Eligibility**

A limited number of scholarships will be available to international community foundation attendees at the 2009 Fall Conference. These scholarships 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. Additional hotel nights may be considered for community foundation applicants who need financial support to also attend the WINGS-CF Peer Learning Event in San Antonio on October 8-9, 2009, provided they meet the attendance eligibility for this program. Please note that representatives from support/infrastructure organizations are not eligible to apply to this scholarship program. For information about eligibility and the application process to participate in the WINGS-CF Peer Learning Event, please contact WINGS (Worldwide Initiatives for Grantmaker Support) ([gina@wingsweb.org](mailto:gina@wingsweb.org)).

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 Scholarship 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 Scholarship Funds**

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

### **Hotel Accommodations**

The scholarship will cover up to three nights at the San Antonio Marriott Rivercenter:

- Sunday, October 4
- Monday, October 5
- Tuesday, October 6 (checking out Wednesday, October 7)

The scholarship will also cover up to two nights at the LaQuinta Hotel for applicants who will need financial support to attend both the Fall Conference for Community Foundations and the WINGS-CF Peer Learning Event

- Wednesday, October 7
- Thursday, October 8 (checking out Friday, October 9)

The Council will coordinate hotel arrangements for scholarship recipients and will pay the hotel directly at the Marriott Rivercenter. You will be sent hotel information and a confirmation number by September 15, 2009. 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 scholarship 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. Scholarship recipients who receive support to also attend the WINGS-CF Peer Learning Event will pay all hotel costs at that hotel and will be reimbursed only for the hotel room and related taxes for the agreed upon period.

### **Conference Registration Fee**

The conference registration fee includes the following meals/events:

- Breakfast and Lunch on the following days: Monday, October 5; Tuesday, October 6; and Wednesday, October 7
- One ticket for the Evening Networking Event on Sunday, October 4.

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

### **Transportation Costs**

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

<b>Country/Region</b>	<b>Maximum Airfare Reimbursement</b>
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 provide as many scholarships as possible, the scholarship program will provide partial support for transportation costs as indicated above and applicants must indicate projected transportation costs on their application. The scholarship 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.

Scholarship 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 scholarship award letter will serve as the invitation to the conference to assist in securing the visa.

### **Award Criteria**

Scholarships 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 scholarship 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 a scholarship if they submit their application as early as possible. This is expected to speed up the review and award process and enable scholarship recipients to complete their visa application efforts in a timely manner.

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

**How to Apply**

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

Applications will be accepted until Thursday, August 20, 2009, or until the available funds are committed.

E-mail or Fax the application form to:

Isabelle Mack, Operations Manager  
International Programs  
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 Scholarship Fund, please contact Isabelle Mack at the Council (see contact information above).