

New Partners for Smart Growth

13th Annual New Partners for Smart Growth Conference: Building Safe, Healthy, Equitable and Prosperous Communities • February 13-15, 2014 • Denver, CO

Local Government Commission Scholarships | APPLICATION

Thank you for inquiring about scholarships for the 13th Annual New Partners for Smart Growth conference. We hope you understand that we have tried to keep registration fees for this event as low as possible; however, we understand that registration fees, travel expenses and lodging costs add up quickly and may preclude some from attending.

To assist some participants in meeting this challenge, the LGC has sponsored a scholarship fund for this event. A limited number of need-based scholarships are available to cover the cost of conference registration fees only, for persons representing small nonprofits, community-based and/or grassroots organizations, and local governments. We will also be taking into account how far a potential scholarship recipient has to travel to attend the event. Both full and partial scholarships will be awarded, based on need.

 **The application deadline is Friday, December 13, 2013, or until all available funds are awarded.**

If you are interested in applying for either full or a partial scholarship, please read and follow the directions outlined below.

Limits on Scholarships

- Scholarships are available for all or half of the basic \$350 public-sector/nonprofit early-bird registration fee. Unfortunately, due to the limited amount of funds available, travel expenses will not be covered.
- Scholarships are not available to cover the cost of any of the optional conference tours.
- In general, scholarships will only be considered for one representative from an organization.

To apply for a scholarship, you should:

- 1 Complete the application form.
- 2 Write a letter to the LGC, preferably on your organization's or agency's letterhead (if employed), explaining why you would like to attend the conference and how your attendance would be helpful and important to your work and/or the work of your organization (maximum one page).
- 3 **Send the completed application form and your letter to:**

Local Government Commission
Attn: NPSG14 LGC Scholarship Fund
1303 J St., Suite 250 • Sacramento, CA 95814-2936
email Rachael Ryan: rryen@lgc.org • fax 916-448-8246

Scholarship Selection Process

We encourage you to apply right away, as decisions will generally be made on a first-come, first-served basis. We will try to respond promptly to your request so you can make your travel arrangements in a timely manner.

Hotel Reservations

In the meantime, we strongly recommend you make hotel reservations immediately if you plan to stay at the Hyatt Regency Denver. Please call 888-421-1442, and indicate that you are attending the New Partners Conference.

The official hotel room rate for our group is \$156 (single/double). Room rates are subject to local taxes, which are currently 14.75%. Group rates will be honored three (3) days prior to the event starting and three (3) days after the event ends, based on availability. The reservation cut-off date for the group rate is January 10, 2014, at 5:00 p.m. MST. After that date, the group rate is subject to availability and is not guaranteed.


Want to share lodging expenses? Please indicate on your scholarship application if you would like assistance in finding a roommate with whom to share lodging expenses.

Award Notification Process

Once your scholarship application has been received and processed, a determination will be made as to whether your application does or does not qualify and whether you will be awarded either a full or partial scholarship. Every attempt will be made to issue awards promptly, though the exact time frame will be dependent on the volume of applications received. In any case, all awards will be made no later than December 20, 2013.

All award notifications will be sent by email. If you are eligible to receive either a full or a partial scholarship, your notification will come with a link and unique access code you will need to use to register as a scholarship recipient.

If you receive a scholarship award, it has been made directly to you and cannot be transferred to anyone else without a formal written request and the prior approval of the LGC.

 **You MUST register prior to January 10, 2014, or your scholarship will be forfeited.**

Thank you again for your interest in the conference, and we hope to see you in Denver in February!

Local Government Commission Scholarship APPLICATION FORM

Application Submission Guidelines

Please provide the requested information below, along with your one-page letter. This information will remain confidential, and will only be used to select those eligible for scholarships. Recipients of scholarships will in no way be identified at the event itself.

Please submit your scholarship request letter and this form by Friday, December 13, 2013:

Local Government Commission • Attn: NPSG14 LGC Scholarship Fund
1303 J St., Suite 250 • Sacramento, CA 95814-2936
email Rachael Ryen: rryen@lgc.org • fax 916-448-8246

**Please type or print legibly.
Phone, fax and e-mail are REQUIRED.**

▼ NAME

▼ TITLE

▼ ORGANIZATION

▼ ADDRESS

▼ CITY

▼ STATE

▼ ZIP CODE

▼ PHONE

▼ FAX

▼ E-MAIL

Without assistance, I will not be able to come to the conference. My current circumstances are:

A. Organization *(check all that apply)*

- I am a volunteer with this organization.
- My workplace is a nonprofit.
- My workplace is a local government.
- My workplace is a state government.
- Other _____

B. General information

- My workplace absolutely cannot pay for me to attend the conference.
- My workplace can only pay 50% of my conference registration fee.

C. To attend, I need a scholarship to cover:

- \$350 Full 3-Day Conference Registration
- \$175 50% of Full 3-Day Conference Registration
- \$225 Speaker Rate for Full 3-Day Conference
- \$100 Speaker Rate for One Day (the day you speak)
- \$195 Thursday-only Registration *(does not include tours or work-shop)*
- \$195 Friday-only Registration
- \$195 Saturday-only Registration
- \$35 "Advancing Healthy, Equitable Food Systems" Workshop (Wednesday, 2/12)
- \$25 "Equitable Development: Smarter Growth through Environmental Justice" Workshop (Thursday, 2/13)

D. Roommate assistance [share hotel room]

- E-mail/Fax Me a Roommate Assistance Form