2012 Regional Leadership Summit Grant for USGBC Chapters

ABOUT REGIONAL LEADERSHIP GRANTS FOR USGBC CHAPTERS

The 2012 Regional Leadership Grant for USGBC Regional Committees is a one-time grant of up to $5,000 that will partially fund the development of a leadership summit for a USGBC chapter region. The grant term will end in December 2012. The goal of the grant is to support the USGBC Chapter Regional Committees in their mission to provide high quality leadership development for their chapters.

USGBC will fund thoughtful, progressive summits that are designed to enhance knowledge in nonprofit management, which includes, but is not limited to, the following areas: Governance, Staff and Volunteer Management, Membership, Communications, and Fundraising/Development. Regions are also encouraged to use leadership summits to collaborate on regional strategic initiatives. Ideal summits will involve presentations from respected speakers, educational sessions, and breakout and networking opportunities. Summits should be well marketed and located in an accessible location to promote a high level of chapter attendance.

Once the grant funds are awarded the grant monies will be considered restricted funds and can only be used to fund the initiatives specified in the application.

The application period will open on January 4, 2012. Applications will be accepted on a rolling basis until August 3, 2012. Proposals will be evaluated by USGBC Chapter staff and will be awarded first come first serve.

ELIGIBILITY REQUIREMENTS

- This grant is restricted to members of USGBC Chapter Regional Committees. The Regional Committee must operate in a manner consistent with USGBC policies and procedures.
- Grant funds are restricted funds and shall be applied exclusively towards the initiatives specified in the application.
- If a committee is not awarded a grant based on their application, they are entitled to resubmit another proposal before the August 2012 deadline based on the feedback from the USGBC Chapters Department judging panel. The chapter may resubmit multiple proposals before the deadline.
- Regional Steering Committees receiving grants will be required to report back to USGBC by December 3, 2012 with the following information:
    - A detailed report identifying their use of the awarded funds.
    - A final summit agenda, speaker biographies, and participation list.
    - A description of the summit including successes, lessons learned, and the summit's overall presentation in relation to the objectives as defined in their application.
    - Feedback on the Regional Leadership Summit Grant process.
    - Any relevant program materials.

APPLICATION GUIDELINES

The grant proposal must include the following sections. The proposal will be evaluated based on the overall clarity and consideration of these sections. It must include realistic, well-defined goals, results, and methods for measurement. Submissions are limited to ten pages, including supporting documentation.

1. **Completed application** (incomplete applications will not be reviewed).
2. **NARRATIVE**

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   a. **Description of Program:** Describe the summit goals, learning outcomes, and desired impact in the region.
   b. **Proposed Agenda:** Include a draft agenda with proposed speakers and sessions.
3. **Budget:** The program budget should detail how the funds will be used. If the chapter anticipates funding streams from other sources (sponsorships, foundation grants, etc.) please note these funds in the budget.

GRANT MANAGEMENT AND TIMELINE

NOTE: Failure to comply with these expectations will result in a grantee's exclusion from leadership summit funding in 2013.

The grant funding expectations of the Regional Committee grantee include:

- The Regional Leadership Summit Grant award will be paid in a single installment. Grantees must submit a final report to USGBC by December 3, 2012 with the following information:
  - A description of the summit including successes, lessons learned, and the summit's overall presentation in relation to the objectives as defined in their application.
  - A detailed budget identifying their use of the awarded funds.
  - A final summit agenda, speaker biographies, and participation list.
  - Feedback on the Regional Leadership Grant process.
  - Any relevant program materials.

Timeline:

Applications Open:	January 4, 2012
Application Deadline:	August 3, 2012, 11:59 p.m. PT

Applications will be accepted on a rolling basis, and evaluated monthly by the Chapter's Department staff. Applications received before the 15th of the month will be evaluated that month, while applications received after the 15th of the month will be evaluated the following month. Those awarded the grant will be notified by the first of the month following the month they are evaluated. (For example, applicants submitting before January 15th will be notified of their award in February, and applicants submitting after January 15th will be notified in March.)