



## **BPP Technical Assistance for Family Asset Building Practitioners** 2011 Funding Guidelines: Travel Support

The BPP is pleased to offer select members in Family Asset Building access to technical assistance funding in 2011. The Annie Casey Foundation has made these funds possible with the intent of strengthening the organizational and program capacity of members in the border region.

### Priority Areas and Goals

This year we have witnessed many organizations reducing travel budgets as a cost-savings strategy. This reduces the opportunity for staff to experience the benefit of attending conferences and other onsite educational workshops and events. The purpose of these TA funds is to help staff acquire the learning experience that can only be gained in attending a workshop, conference, or event held out of the office. The BPP is committed to helping family asset building organizations invest in their staff as a strategy to enhance and improve each organization's programming and operations.

**Approved Activities: Travel support** to attend conferences or offsite workshops with programming to increase staff competency in the areas of one or more of the following:

- Family Asset Building focused programming /evaluation/ development / management / (examples: NALCAB, NCTC, Aspen Institute )
- Leadership development
- Resource development

**REVISED Funding Amount Available:** No more than ~~6~~ **10** grants will be awarded in the amount of ~~\$500.00~~ **\$850.** to each selected organization.

### Eligibility:

- 1) BPP members starting at the institutional membership level.
- 2) Member must be paid in full at time of application.
- 3) Only BPP members from Family Asset Building organizations can apply.

### Specifics:

- Funds will be disbursed on a FIRST COME, FIRST SERVE basis. Once the pool of funds has been expended we will post this information on the BPP's website that the application period has been closed if funds have been expended before the official end date ~~on Friday, December 9<sup>th</sup>~~ **Tuesday, December 13 at 5pm PST.** The submittal period **HAS BEEN EXTENDED** and will officially close at **5pm PST on Tuesday, December 13<sup>th</sup>.** ~~Friday, December 9<sup>th</sup>.~~
- The submittal period will start on Monday, December 5<sup>th</sup> at 9am PST. Any applications received prior to this time will not be considered. Confirmation that your application has been received will be given within 24 hours.

- Grant applicants must complete the application form (see below) and submit to Christiana DeBenedict at [christiana@borderpartnership.org](mailto:christiana@borderpartnership.org)
- As part of the final report, recipients will be asked to share their learnings from attending the selected event with the BPP. You must indicate the method in which you will share this information in the application submitted.

**Funding Period:**

- From November 1, 2011 to May 1, 2012.
- A reimbursement for travel recently completed will be permitted for travel previously completed but not earlier than November 1, 2011
- Requests to submit travel to conferences occurring after May 1, 2012 can be requested as long as the case is made with the request. Approval will be made on a case by case basis.

**Proposal Process and Deadlines:**

December 5	<del>December 9</del> December 13	December 12-16 <sup>th</sup>	May 15, 2012
Travel request applications submitted	Submittal period closes at 5pm PST	Funds disbursed to recipients	Final report due

**Reporting and Monitoring:**

- You are encouraged to submit your fund report immediately following the event but no later than May 15, 2012.
- A clear statement of financial expenditures must be submitted at the time of completing the final report using the BPP's expense report form. **Copies of receipts for ALL travel expenses must be included with the final report.**
- Please submit the fund report form provided to you. (This will be sent along with notification that you are a selected recipient.)

**Submittal process:**

- Please email completed forms and application starting after 9am PST on Monday, December 5<sup>th</sup> to Christiana DeBenedict [christiana@borderpartnership.org](mailto:christiana@borderpartnership.org) or fax to 619-814-1389.
- Funds will be disbursed on a FIRST COME, FIRST SERVE basis.** Once the pool of funds has been expended we will post this information on the BPP's website that the application period has been closed if funds have been expended before the official end date ~~on Friday, December 9<sup>th</sup>~~ **Tuesday, December 13<sup>th</sup> at 5pm PST.** The submittal period **HAS BEEN EXTENDED** and will officially close at **5pm PST on Tuesday, December 13<sup>th</sup>.** ~~Friday, December 9<sup>th</sup>.~~

If you have any questions, please contact Christiana DeBenedict at [Christiana@borderpartnership.org](mailto:Christiana@borderpartnership.org)

Thank you



**BPP TRAVEL FUNDING APPLICATION**

**1.**

Name of Organization:	
Contact Person Name:	
Email:	
Telephone #:	
Organization Address:	
City:	
State:	
Zip Code:	
Country:	
Website:	
Please describe briefly how your organization supports asset building in your community: (250 words or less)	

**2.**

Please indicate the areas of education / training your staff will received as a result of attending this conference or workshop:	<input type="checkbox"/> Family Asset Building focused programming /evaluation/ development / management / (examples: NALCAB, NCTC, Aspen Institute ) <input type="checkbox"/> Leadership development <input type="checkbox"/> Resource development
Conference / Workshop Name:	
Date:	
Location:	
Estimated Total cost to attend the event:	
Amount requested from	

BPP:	
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<b>3.</b>	
Name of Staff person to attend:	
Title / Role at Organization:	
Contact Info (Telephone and Email)	
Briefly explain how this workshop will help build staff capacity within their current work responsibilities: (250 words or less)	
Briefly explain how the investment in this staff person will support and strengthen the overall organization's mission: (250 words or less)	
Please indicate the way you would like to share the learnings from your experience with other BPP members:	<input type="checkbox"/> Write a short blog post to be used by BPP in an edition of its Border Buzz or other communications. Consider describing the top three takeaways, relaying the key messages of a keynote or other session that caused an impression <input type="checkbox"/> Post a mini-photo essay (including a minimum of 10 pictures accompanied by descriptive captions to BPP's Facebook <input type="checkbox"/> Participate as a speaker at a future BPP event either in person or online (webinar)