



Minnesota GIS/LIS Consortium
c/o Ewald Consulting 1000
Westgate Drive
Suite 252
St. Paul, Minnesota 55114

Event Grant- Guidelines and Application Form

MN GIS/LIS Mission: *To develop and support the GIS professional in Minnesota for the benefit of our state and its citizens.*

The MN GIS/LIS Consortium can provide limited funding for printing and mailing costs, meeting room rental fees, food services, speaker fees and advertisements for GIS/LIS activities or events in Minnesota. Award requests up to \$1000 will be considered.

Requirements of the grant application:

- Requests must be made at least *one month* prior to the event itself to allow time for Board review and approval.
- A generalized budget statement for the event should be submitted with the application, showing anticipated total costs, the planned use of Consortium funds and any other sponsorships or contributing funds.
- A clear description of how the activity will benefit the Minnesota GIS Community and/or meet the MN GIS/LIS mission must be provided.
- Only one grant request per an event is allowed.

Upon approval of event grant funding, the following conditions apply:

- The event must be open to the GIS/LIS community in Minnesota.
- The event must be promoted at a minimum in an e-announcement and on the Community News Blog prior to the event.
- Organizers should use every reasonable attempt to use the MN GIS/LIS logo and name in event promotion.
- Within 30 days of the event completion, organizers must provide a summary of the event suitable for the Consortium's website.
- Within 30 days of the event completion, organizers must submit a budget summary document to the Consortium detailing the actual use of the Consortium's awarded funds.

The Minnesota GIS/LIS Consortium's policy is to provide the event grant money only after the event has been held and after the proper event and budget summaries have been provided to the Board of Directors for their review. In rare cases, the Consortium Board of Directors may approve distribution of the funds before the event is held.

A request form is available [HERE](#). Or, submit your request via [Google Docs](#).

We look forward to reviewing your request.



Minnesota GIS/LIS Consortium

Event Grant Application Form

Part A: Contact Person Information

Date:

Applicant:

Organization:

Address:

Phone:

Email:

Part B: Event Description

Name of the Event:

Purpose of the Event:

Please describe how this event will benefit the Minnesota geospatial community as a whole:

Where and when will the event be held: Anticipated

Target audience:

Requested amount:

Proposed Budget: (please include any sponsorships, other funds or in-kind donations)

Is this event open to MN GIS/LIS members only or the general public?

Part C: Consortium Promotion Activities

Briefly describe how you plan to acknowledge the Consortium *at* your sponsored event:

Please check all other promotion activities that are applicable to your event (all that are possible are required)

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> | MN GIS/LIS logo on hand-outs |
| <input checked="" type="checkbox"/> | Contribute a summary of the event for the MN GIS/LIS Blog (this is mandatory) |
| <input type="checkbox"/> | Promotion on MN GIS/LIS social media (facebook, twitter, and LinkedIn) |
| <input checked="" type="checkbox"/> | MN GIS/LIS e-announcement prior to the event to full membership (this is mandatory) |
| <input type="checkbox"/> | Link to MN GIS/LIS on event website |

Please email a completed application to eventgrant@mngislis.org, or mailed to:

MN GIS/LIS Consortium
Chair-Elect, Board of Directors
c/o Ewald Consulting
1000 Westgate Drive, Suite 252
St. Paul, MN 55114