



PREPARING MEETING PROFESSIONALS FOR THE FUTURE

# individual grants program

**guidelines for grant seekers**  
2008 2009

## GENERAL GUIDELINES

The MPI Foundation Individual Grants Program (IGP), provides grants which are awarded by the Foundation through its Projects Committee for worthy programs or projects designed to create or advance *new knowledge* in the art and science of meeting planning.

### WHAT WE FUND

The MPI Foundation normally provides support for special educationally based projects that are directly related to the meeting industry. Periodically the Foundation's Board provides guidance to the areas that it seeks project submissions. This information appears on the reverse side of the *Application Form* attached. These include:

- **Improving the meeting experience**  
Studies show that younger workers as well as more seasoned professionals are not satisfied with the meeting model of the last century. They need to be engaged in an "experience" beyond the ordinary to be influenced to change behavior.
- **Industry work force**  
The business model - and the meeting model - of the 21<sup>st</sup> Century will be more about collaboration than one-way communication along a strict hierarchy. A multi-national, ethnically and experientially diverse workforce representing a vast range of age groups will participate in meetings.
- **Technology**  
Technologies are converging to extend the voice, the ear and the mind of the business professional to anywhere at any time. What is gained and what is lost when individually oriented technology alternatives replace more traditional forms of group communication?
- **Our changing industry**  
As hotel companies merge, corporate meeting planning departments consolidate and associations re-tool to web-based services, the way the meeting business is conducted will change, too.

The funding interests of these programs and others were refined in early 2000 and these new priorities are reflected in the attached document. Since proposals are carefully reviewed and evaluated against these specific funding interests, and because we recognize the amount of time it takes to prepare and review a proposal, we would appreciate your close attention to the current funding interests as described above.

## **WHAT WE DO NOT FUND**

Due to limited funds the Foundation does not make grants for general operations or for: scholarships covering coursework in institutions of higher learning, venture capital proposals, capital improvements, business equipment or supplies, endowments, or basic meeting planning education programs.

## **WHO IS ELIGIBLE?**

Applicants must be professionals or academics involved in the meeting and hospitality industry, or graduate or undergraduate students enrolled in an accredited college or university. Grants are usually made for programs that will complete within a one-year period. Individuals who have received a grant are eligible to reapply at the conclusion of the grant period only if a final report on the previous grant has already been submitted to the Foundation.

## **PROPOSAL DEADLINES**

September 30, 2008

December 31, 2008

March 31, 2009

June 30, 2009

## **GRANTMAKING TIMETABLE**

Grants are awarded sixty days after each application deadline.

## **GRANT AMOUNTS AND FUNDING**

Grant amounts generally range from \$500 to \$5,000 and are awarded at the discretion of the MPI Foundation Projects Committee. Grants greater than that amount must be submitted to and approved by the MPI Foundation Board of Trustees. In general, funding is provided 50% upon the award of the grant and 50% upon the completion of the project.

## HOW TO APPLY

**A funding proposal must include TWO complete packets of all of the following items. Please do not bind or staple any of these materials, or print on two sides. Please use at least a 12-point size font. All proposals must be submitted with a completed Proposal Cover Sheet (provided at the end of this document).**

- The Proposal Description:

This section should be no more than four single-sided pages (shorter is better, so long as you thoroughly explain the project). Include in the narrative:

1. A description of the project and the need for it.
2. The amount requested and specific use of the funds from the Foundation and the total project budget.
3. A detailed project budget.
4. A brief statement of the capability of personnel responsible for project implementation.
5. Information on grants received by the organization and any pending proposals for funds related to the project. Plans for additional funding for this project must also be included.
6. A plan for evaluating the success of this grant.
7. Plans, if any, for continuing the project following the grant period.
8. The name, address and phone number of the contact person for the application.

### **SEND ALL COMPLETED PACKETS TO:**

MPI Foundation Chapter Grant Program  
grants@mpiweb.org

### **QUESTIONS:**

Marcia Whitworth  
Foundation Manager  
MPI Foundation  
3030 LBJ Freeway, Suite 1700  
Dallas, TX 75234-2759  
mwhitworth@mpiweb.org



**COVER SHEET**

Project Information

Name of Grant Applicant: \_\_\_\_\_

Total Proposed Project/Program Budget: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

Project/Program Name: \_\_\_\_\_

Duration of Project/Program: From: \_\_\_\_\_ To: \_\_\_\_\_

When are funds needed? \_\_\_\_\_

Nature of Request:     special project     CE scholarship     publication     education program  
                                  research study     other, describe: \_\_\_\_\_  
\_\_\_\_\_

Brief Project/Program Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Organization: \_\_\_\_\_

Name and address: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_