



## D.C. LEARNs Conference Scholarship Program

### **Purpose:**

The objective of D.C. LEARNs Conference Scholarship Program is to increase the organizational capacity and expertise of our program members by providing scholarships for program staff to attend relevant professional conferences related to the literacy field. Scholarship recipients may include administrative staff, teachers, or students.

D.C. LEARNs Conference Scholarships may be requested for up to \$400. These funds may be used toward lodging, transportation, and/or conference registration only. D.C. LEARNs must approve the conference.

Local, regional and some national conferences are listed on the D.C. LEARNs Literacy Calendar at: <http://www.dclearns.org/calendar.html>. A thorough listing of all national literacy-related conferences can be found on the National Institute for Literacy's site at [http://www.nifl.gov/cgi-bin/Calendar/calendar\\_world.cgi](http://www.nifl.gov/cgi-bin/Calendar/calendar_world.cgi).

### **Eligibility:**

To apply for a Conference Scholarship, you must:

- Be an adult employed by or enrolled in good standing at an adult, family, youth, or child literacy program that is a member of D.C. LEARNs.
- Agree to share what you learned at the conference with D.C. LEARNs members. This may be in the form of a presentation at a D.C. LEARNs Quarterly Membership Meeting or Special Interest Group Meeting; or by writing an article for our newsletter (*The Coalition Builder*) or our quarterly professional journal, *The Knowledge Builder*.

### **Funds Available:**

D.C. LEARNs has a very limited amount of funds available for this program. We anticipate being able to award no more than six (6) scholarships annually. Approved applications will be funded on a first-come, first-served basis.

### **Application Procedures:**

Scholarship applications will be accepted on an on-going basis. However, to provide time to adequately consider each application, we request that there be at least five weeks between the date of the application and the date on which the funds are needed. However, expedited requests will be considered on a case-by-case basis.

To apply, please fill out the application below:

Name:

Program (including address):

Contact Information (phone/email address)

Name of Conference:

Date(s) of Conference:

Web Site (if there is no Web site for this conference, please attach relevant information):

Funds Requested:

1. Lodging: \_\_\_\_\_
2. Transportation: \_\_\_\_\_
3. Conference Registration: \_\_\_\_\_
4. Subtotal: \_\_\_\_\_
5. Program/Individual Match: \_\_\_\_\_
6. Total Funds Requested (line 4 minus line 5): \_\_\_\_\_

If awarded a scholarship, I agree to:

- Present at a D.C. LEARNs Quarterly Membership Meeting or Special Interest Group Meeting.
- Write an article for the newsletter (*The Coalition Builder*) or the D.C. LEARNs quarterly professional journal, *The Knowledge Builder*.

OPTIONAL ATTACHMENT: Letter of support/need from program director or supervisor.

**Submission:**

Scholarship applications may be submitted via standard mail, e-mail ([scholarship@dclearns.org](mailto:scholarship@dclearns.org)) or fax (202-331-0143).