



Read through all sections before completing application

The Governor’s Grants Office is accepting applications to present at the 15th Annual Statewide Maryland Governor’s Grants Conference on Monday, **October 21, 2019** in College Park, Maryland at the Marriott Hotel and Conference Center. The deadline to submit this application is **Friday, June 28, 2019**.

The objective of the conference is to bring together statewide grant professionals for affordable, targeted professional development to increase capacity for grant awards and compliance. Presentations must be educational in nature. Sales pitches, products and/or marketing programs that promote an organization’s services or products will not be accepted.

Section 1 – Applicant’s Information

Applicant’s Name	
Title	
Organization Name	
Organization Website	
Email Address	
Phone Number	

Section 2 – Presenter’s Information

Provide contact information for each presenter. Include additional pages if needed.

Presenter 1	
Name	
Title	
Organization	
Mailing Address	
Email Address	
Phone Number	
Bio (50 words maximum)	

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Presenter 2	
Name	
Title	
Organization	
Mailing Address	
Email Address	
Phone Number	
Bio (50 words maximum)	

Section 3 – Presentation Summary

<p>If selected to present, the information provided in this section will be used in the conference’s marketing materials. We recommend that you use clear, concise, and engaging language.</p>
<p>Session Title:</p>
<p>Program Description (75 words maximum):</p>

Section 4 – Presentation Details

The intent of the Governor’s Grants Conference is to provide balanced, relevant programming to meet the needs of our diverse participants. Circle or highlight the appropriate presentation details best represented by your proposal.

Course Level	
Select the appropriate course level for grant professionals.	
<input type="checkbox"/> Beginner	Seeking an introduction to concepts, skills, principles, and terminology
	Seeking to build a foundation of knowledge and understanding
	New to the field or within their first 2 years of experience
<input type="checkbox"/> Intermediate	Seeking to build knowledge in specific topic areas
	Able to learn, discuss, and analyze the complexities of a topic
	Mid-level in the field with 2-5 years of experience
<input type="checkbox"/> Advanced	Seeking to master knowledge in a focused topic area
	Able to apply learning in a deeper way
	Able to share culminating experience with others
	Able to problem-solve using principles, concepts, research, and best practices
	High-level in the field with 5 or more years of experience
Industry	
	Check the appropriate industry below.
	<input type="checkbox"/> Federal Government <input type="checkbox"/> State Government <input type="checkbox"/> Local Government <input type="checkbox"/> Tribal Government <input type="checkbox"/> Nonprofit <input type="checkbox"/> Education, <input type="checkbox"/> Private Sector Organization <input type="checkbox"/> All <input type="checkbox"/> Other _____

Attendee	Check the appropriate attendee below.
	<input type="checkbox"/> Grantor <input type="checkbox"/> Recipient <input type="checkbox"/> Subrecipient <input type="checkbox"/> Pass-through <input type="checkbox"/> Grant writer <input type="checkbox"/> Grant manager <input type="checkbox"/> All <input type="checkbox"/> Other
Equipment	Check the appropriate conference-provided equipment you need for your presentation.
	<input type="checkbox"/> Microphone <input type="checkbox"/> Projector <input type="checkbox"/> House Sound (to play video/sound clips) <input type="checkbox"/> All <input type="checkbox"/> Other
Length of Presentation	Presentation should not be longer than <u>45 minutes</u> including Q/A.
<p>Provide any other information that you feel we should consider in reviewing your proposal for acceptance. For example:</p> <ul style="list-style-type: none"> • <i>Are you a grantor wondering ...?</i> • <i>A subrecipient will learn ...</i> 	

Section 5 – Presentation Delivery Method

Indicate the delivery method for your presentation.	
<input type="checkbox"/>	Traditional Presentation: Lecture style with Power Point presentation and time allotted for questions and answers
<input type="checkbox"/>	Hands-on Presentation: Provide participants with an opportunity to engage in teaching activities and interactive discussions about a topic
<input type="checkbox"/>	Panel Discussion: One topic examined and explored from different perspectives. Panels must include a minimum of 3 panelists and a designated moderator. Panelists must be prepared with 3 starter questions.

Section 6 – Presenter’s Experience

Describe the presenter’s experience (e.g., topic, expertise, previous conference speaking engagements).

We are interested in learning about other topics or presentations you've given. Please, share any additional information you feel is relevant.

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Key Dates and Contacts

Application deadline	Friday, June 28, 2019
Submit applications to	maryland.grants@maryland.gov
Acceptance/declination notification	Friday, July 26, 2019
Photo for website/program	Friday, August 15, 2019
Electronic presentation deadline	Friday September, 27, 2019
Questions	maryland.grants@maryland.gov 410-697-9689