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

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| 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. |
| **Session Title:** |
| **Program Description** (75 words maximum)**:** |

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.

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| **Course Level** |
| Select the appropriate course level for grant professionals. |
| ☐ **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 |
|  |  |
| ☐ **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 |
|  |  |
| ☐ **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. |
|  | ☐ Federal Government ☐ State Government ☐ Local Government ☐ Tribal Government ☐ Nonprofit ☐ Education, ☐ Private Sector Organization ☐ All ☐ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| **Attendee** | Check the appropriate attendee below. |
|  | ☐ Grantor ☐ Recipient ☐ Subrecipient ☐ Pass-through☐ Grant writer ☐ Grant manager ☐ All ☐ Other |
|  |  |
| **Equipment** | Check the appropriate conference-provided equipment you need for your presentation. |
|  | ☐ Microphone ☐ Projector ☐ House Sound (to play video/sound clips)☐ All ☐ Other |
|  |  |
| **Length of Presentation** | Presentation should not be longer than **45 minutes** including Q/A. |
| Provide any other information that you feel we should consider in reviewing your proposal for acceptance. For example: * *Are you a grantor wondering …?*
* *A subrecipient will learn …*
 |

 Section 5 – Presentation Delivery Method

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| Indicate the delivery method for your presentation. |
| [ ]  | **Traditional Presentation**: Lecture style with Power Point presentation and time allotted for questions and answers |
| [ ]  | **Hands-on Presentation**: Provide participants with an opportunity to engage in teaching activities and interactive discussions about a topic |
| [ ]  | **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

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| Describe the presenter’s experience (e.g., topic, expertise, previous conference speaking engagements).  |
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| We are interested in learning about other topics or presentations you’ve given. Please, share any additional information you feel is relevant.  |
|  |

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 |
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