



# PARENT COOPERATIVE PRESCHOOLS INTERNATIONAL

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## MARIKA TOWNSHEND TRAVEL GRANT APPLICATION

To help our members participate in PCPI by coming to the annual meeting, PCPI established and now honors a longtime cooperative preschool advocate with the Marika Townshend Travel Grant program. The 2019 annual meeting will be held in Ann Arbor, MI May 9-12, 2019. Please consider attending the PCPI working meetings to network and learn with like-minded coop people and to exercise your membership vote.

**Grant applications must be received by Noon Pacific Standard Time (3:00pm EST) on March 11, 2019.**

### ELIGIBILITY AND CRITERIA

- All PCPI members – individuals, schools, councils – are eligible for a travel grant to attend the PCPI Annual Meeting. Schools/councils may sponsor teachers, staff, board members or other members.
- Applicants must have an interest in PCPI activities and a desire to gain new knowledge and experiences to benefit cooperative preschools.
- Funds will be used to cover costs to attend the PCPI annual meeting (registration, lodging, travel expenses). Grant recipients will be reimbursed in US dollars after the meeting upon submitting expense receipts.
- PCPI has limited budgeted funds available for the 2019 Marika Townshend Travel Grants as well as funds donated in Marika's memory. The number of grants and amounts for each will vary depending upon need and the fund balance.
- **Grant recipients are expected to attend the entire meeting.** While the schedule is not yet complete, attendees should expect to arrive on Thursday evening, May 9 and adjourn by Sunday noon, May 12. This includes 10-12 hours of meetings plus the Awards ceremony and school visits.
- The application **must** include the amount you or your school/council can pay. This amount is subtracted first from expenses. **Using US dollars**, research your total expected costs, subtract what you can pay, and then you can request the remainder as a grant.. For example, if you can pay \$300 and total expected expenses are \$1000, apply for up to \$700. If your total actual expenses are \$900, \$300 is subtracted and you will be reimbursed \$600. However, if total expenses are \$1200, \$300 is subtracted and the grant pays \$700, you are responsible for the additional \$200.

**To apply for a 2019 MARIKA TOWNSHEND TRAVEL GRANT**, complete the application information on the next page. Email that information along with a letter of recommendation from your school, council or a fellow PCPI member to PCPI Advisors, Vaughn Hatch at [dhatch@telus.net](mailto:dhatch@telus.net), AND Natalie Hall at [nataliehall1@comcast.net](mailto:nataliehall1@comcast.net).

Additional information about the 2019 PCPI Annual Meeting and Awards will be posted as it becomes available - visit the PCPI website at [www.preschools.coop](http://www.preschools.coop) and watch for group emails.

**Application deadline is March 11, 2019.**

**Application must be COMPLETE by deadline in order to be considered.**

**Receipt of application materials will be acknowledged.**

**Applications will be promptly reviewed by the Marika Townshend Travel Grants Committee and awardees notified quickly in order to facilitate travel planning.**

# MARIKA TOWNSHEND TRAVEL GRANT APPLICATION

## **A. GENERAL INFORMATION**

1. Name:
2. Address:  
(street) (city/province/state/country) (zip/postal code)
3. E-mail:
4. Phone:
5. Applicant is a: Parent ☐ Teacher ☐ Board Member ☐ Other (specify)
6. Applicant's PCPI Membership is through:
7. Positions held by you in the parent cooperative movement:  

Name of Organization	Position(s) held	Dates
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8. Have you ever attended a PCPI meeting before? If so, when?
9. How did you hear about the Travel Grant?
10. List anticipated expenses by category in US dollars only:
  - A) Transportation (circle airfare or mileage)
  - B) Lodging: \$165/night/room or \$82.50/night/shared
  - C) Any additional Meals not provided
  - D) Registration Fee: \$100 (includes Awards Ceremony and Dinner)
  - E) Other – specify
11. How much funding are you and/or your cooperative able to provide to attend the meeting?  
This information is required; the grant funds awarded will be paid only for expenses above this amount. \$
12. What is the maximum travel grant amount you are applying for? \$
13. Would you agree to have a roommate for accommodations?

## **B. Using no more than a single letter size sheet of paper, answer the three following questions.**

- Explain why you would like to attend this meeting.
- What talents and contributions would you bring to this meeting?
- How do you feel this meeting would benefit your cooperative and/or PCPI?

## **C. Attach a letter of recommendation from your school, council or a fellow PCPI member.**