



# 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 2020 annual meeting will be held in Portland, Oregon April 16-19, 2020. 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 February 17, 2020.***

### 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 2020 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, April 16 and adjourn by Sunday noon, April 19\*. 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 2020 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 [travelgrants@preschools.coop](mailto:travelgrants@preschools.coop).

Additional information about the 2020 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 February 17, 2020, Noon Pacific Standard Time (3:00pm EST).**

**Application must be SUBMITTED 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.**

\* *Availability of airline flights will be taken into consideration.*

# 2020 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: \$135/night/room (King) or \$146/night/room (two Queens)
  - C) Any additional Meals not provided (Thursday)
  - D) Registration Fee: \$110 (includes Awards 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 (sharing cost of room)?

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

- 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.