

MICROGRANTS PROGRAM

Background

The program has been created to support local community-driven activities by providing small grants from the OSGeo Oceania budget.

Aim

To support the FOSS4G and OpenStreetMap communities by funding a wide range of community-led activities in a fast and efficient way, without having to engage in the lengthier processes required for bigger grant requests. Any activities related to OSGeo Oceania and the open geospatial community can be funded by a microgrant. Applicants don't need to be members of OSGeo Oceania to apply for a microgrant, but the proposed activity needs to meet the guidelines indicated in this document.

Scope

The microgrant program has been created to help achieve:

- **Community growth:** support involvement, networking and collaboration between spatial open source users by granting small funds to facilitate community-led activities. These might include interest groups, meetups, online meetings, online or in person events and any other initiative that is seen as beneficial for the community.
- **Enabling participation:** enable users to participate in events, groups, online lessons, mentoring, training etc. by helping with acquiring needed technology such as webcams, microphones, internet data packages etc. or helping with small traveling expenses to reach an event (for example: bus/train/ferry tickets, parking tickets, lunches etc.).
- **Spreading awareness:** microgrants are not limited to OSGeo Oceania members but can be given to anyone who is organising an activity related to spatial open source technologies. Limiting to members only is seen as a barrier to access funding opportunities and the program aims to help as many people as possible to spread awareness about the spatial open source community.

Guidelines for applicants

Who can apply

Any organisation, individual, or group of people can apply for a microgrant. The applicant doesn't need to be a registered member of OSGeo Oceania, but the proposed activity needs to promote or be linked to open geospatial software/data/standards and/or the OSGeo Oceania community. Applicants can apply for more than one activity per quarter.

How to apply

Applications can be submitted by completing [this form](#). Clearly describe the following:

1. the activity you're organising,
2. the aim of the activity,
3. its alignment with the OSGeo Oceania mission,
4. the amount of funding requested and how it will be spent

Eligibility criteria

- Applications should clearly describe the proposed activity and explain how funds will be spent.
- Activities should align with OSGeo Oceania's mission to support the open geospatial community, by following one or more of these points:
 - promoting open source geospatial technology, open data, and/or open standards
 - spreading awareness and supporting the growth of the Oceania open geospatial community
 - facilitating user participation in OSGeo Oceania activities
- Activities should take place in the Oceania region and/or directly benefit the Oceania open geospatial community.
- The maximum amount for a microgrant is AUD \$250 per activity.
- Activities that are open to the community at no cost are preferred.

Assessment criteria

We want to support activities that will make an impact in the open geospatial community. We'll generally prefer activities that:

- provide a clear benefit to the local or regional community
- remove barriers to participation
- address inclusion of underrepresented groups
- are likely to succeed (i.e. are going to have good engagement and/or positive results)

Conditions

- Activity organisers should acknowledge OSGeo Oceania's support. The microgrant coordinator can provide logos and other marketing materials if requested.
- Provide a post-event report about the activity, including information on the number of participants and what was achieved. Photos would be appreciated (please get consent from people in the photos). We may share your report on public channels.
- Activity organisers and participants are expected to follow the OSGeo Oceania code of conduct (or similar).

Approval process

The microgrant committee will assess your application based on the above criteria. We'll aim to let you know of the outcome within 14 days. If the grant is approved, we'll work with you to confirm acceptance and arrange the transfer of funds. If the grant is rejected, we'll explain why.

Payment of funds

Grant funds will be reimbursed upon receipt of a brief report and proof of expenditure. If reimbursement is difficult or not applicable to your situation, please let us know in the application form and we'll try to find a suitable alternative.

Managing the program

Coordination

The fund is administered by a committee of volunteers, one of whom is the microgrant coordinator, responsible for:

- ensuring applications are processed promptly and fairly, in consultation with the committee
- communicating with applicants and grantees
- working with the OSGeo Oceania board to manage budget and funds

Budget

The committee will submit a budget request to the Board each quarter. Once a budget is approved, the microgrant coordinator will communicate the opening of the microgrant funding for that quarter in OSGeo Oceania communication channels.

Grants are made on a 'first come, first served' basis; once the budget limit is reached, the quarterly microgrant funding will be closed.

Conflict of Interest

In some cases, applications may create a conflict of interest for a committee member, for example if they are the proponent, or if they stand to personally benefit. To protect the integrity of committee decisions, members will recuse themselves from the process if there is a real or perceived conflict, as early as possible.

Depending on the nature of the conflict, this may be as simple as abstaining from voting on an application or may require the member to excuse themselves from related discussions. Open and transparent decision making processes may help reduce the impact of potential conflicts of interest.

Communication

We believe transparency is a key factor when granting funds for the community. For this reason, applications, approval processes, results, post-activity reports, budgets and expenditure should be open and accessible.

Communication (including announcements, approval processes, committee meeting outcomes, budget reports, funded activities reports, annual summaries) will take place on the [OSGeo Oceania mailing list](#) and other open channels used by OSGeo Oceania, except where there is a need to respect privacy.

Reporting

Each quarter, the microgrant coordinator will provide a summary of applications, activities, budget, and expenditure to the Board and the OSGeo Oceania community.