

# OSGeo Travel Grant Guidelines

Travel grants are tool used to enable under represented parties to be physically present at OSGeo events, sprints and conferences.

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## About the Travel Grant Program

The Travel Grant Program consists of:

- Travel Grant Initiative
  - Inviting sponsors to take part of this activity, backed by OSGeo board commitment to “match” up to 10,000 USD in funds
  - Budget for our annual FOSS4G conference
- Travel Grant Program run by the (conference committee/initiative volunteers) for the OSGeo Conferences and Events

- Event organizers are asked to apply for inclusion in the program.
- There are some conditions and requirements outlined below. The key conditions are being an OSGeo event and promoting the program to their attendees.
- Hands-off: The Travel Grant program offers event organizers a “hands-off” approach, where we manage the selection or review of applicants.
  - The selection and review of applicants becomes the responsibility of the Travel Grant Program (initiative volunteers/conference committee).
  - Individual applicants can follow a procedure, outline below, for review and approval by the conference committee
- Hands-on: The Travel Grant program is also willing to fund events that provide their own “travel-grant” program:
  - Selection and review of applicants becomes responsibility of event organizers
  - This is an advantage if you wish to raise travel funds with your event sponsors (OSGeo would become in effect one of your event sponsors.)
  - OSGeo has some requirements, such as a diversity target, for events wishing to make use of this approach.
- Travel Grant Guidelines for event organizers wishing to make use of the program.
  - The travel Grant Program for Applicants provides a working example if you wish to run an “Hands-on” travel grant program for your event.
  - Examples are provided at the end of this document of prior successful travel grant programs in our community.

The Travel Grant Program does not cover:

- Guidance for running an affordable event
- Making events affordable for our members
- A free holiday
- Setting of diversity targets for specific events (please set a realistic goal)

In practice this document is similar to or [OSGeo Code Sprint Guidelines](#), defining a set of requirements event organizers may meet in order apply for travel grant program. We have also organized research into a series of appendices for your review.

## Travel Grant Program for Applicants

Thank you for your interest in the OSGeo Travel Grant program. Please review the information below. We look forward to meeting you and hope we can help.

### Applicant Information Required

Applicant information focuses on the OSGeo event you wish to attend. This is an outreach program to support community diversity. We strive to help as many people as possible enjoy open source geospatial, and thank you for your application.

- **Basic Information**

- Name:
- Organization:
- Contact Details:
- **Event Information**
  - Name:
  - Location:
  - Organizer:
  - URL:
- **About Yourself:** *OSGeo is a volunteer organization built on people just like yourself. What can you tell us about yourself and the community you belong to?*
  - Introduction:
  - Community Represented:
  - Social Media (if applicable):
  - Minority:
  - Considerations:
- **Engagement Opportunity:** *We are seeking to grow our community with a focus on diversity and new groups; how can attending this event help?*
  - How will this event help you personally:
  - What value can you take home to your community:
  - How does your attendance help “empower everyone with geospatial”:
  - Considerations:
- **Event Participation:** *If you have a commitment to attend (event speaker, workshop instructor, project committer, committee member) please state the nature of the commitment.*
  - Event Commitment:
  - Considerations:
- **Incidentals:** *OSGeo provides funds in the local currency for food and incidentals during your stay. The amount is determined per event based on local costs. We do not offer expense reimbursement, preferring to provide upfront on your arrival.*
  - Days stay:
  - Considerations:
- **Event Registration:** *Please fill in if you are requesting assistance with event registration.*
  - Event Registration Cost (USD):
- *OSGeo negotiates for “early bird” pricing for event organizers; we are happy to register on your behalf. Some events have enough sponsorship to offer a reduced rate or complimentary registration to volunteers, students, presenters or workshop instructors. If you qualify for reduced registration, please advise.*
- **Travel Assistance Request:** *Please fill in to request assistance with travel. OSGeo events occasionally fundraise for travel assistance. If approved for travel we ask you to submit an expenses to [treasurer@osgeo.org](mailto:treasurer@osgeo.org) after the event. We regret we cannot pay for travel upfront.*
  - From:
  - To:
  - Dates:
  - Considerations:

- **Accommodation Assistance Request:** *Please fill in to request assistance with accommodation. We do our best to provide reasonable accommodation assistance, hostel, conference hotel, university dorms, as appropriate for the event.*
  - Arrival:
  - Departure:
  - Considerations:

Once again thank you for your application, it means a lot that you wish to participate in our community. We hope we can help.

## Travel Grant Application Examples

Application example for attending FOSS4G: *Example for minority participant*

Application example for attending FOSS4G: *Example for low-income or lower-middle-income economies applicant.*

Application example for attending FOSS4G: *Example for NGO participant*

Application example for attending FOSS4G: *Example for Grad Student participant*

Application Example for an OSGeo Code Sprint:

- **Basic Information**
  - Name: Jody Garnett
  - Organization: Boundless
  - Contact Details: jgarnett@boundlessgeo.com
- **Event Information**
  - Name: GeoServer Code Sprint 2017
  - Location: Viareggio, Lucca, Italy
  - Organizer: GeoServer Project Steering Committee
  - URL: [https://wiki.osgeo.org/wiki/Java\\_2017\\_Code\\_Sprint](https://wiki.osgeo.org/wiki/Java_2017_Code_Sprint)
- **About Yourself:** *OSGeo is a volunteer organization built on people just like yourself. What can you tell us about yourself and the community you belong to?*
  - Introduction: *I am a java developer learning how to do open source.*
  - Community Represented: *I am a member of the GeoServer community, it is actually my first open source project and I could use a hand.*
  - Social Media (if applicable): *jodygarnett, how2map.com*
  - Minority: *not applicable*
  - Considerations:
- **Engagement Opportunity:** *We are seeking to grow our community with a focus on diversity and new groups; how can attending this event help?*
  - How will this event help you personally: *I will get to meet the GeoServer team and thank some of the new committers who have been contributing.*
  - What value can you take home to your community: *I hope to contribute REST API documentation, this is the most commonly cited problem for GeoServer.*

- How does your attendance help “empower everyone with geospatial”: *Not applicable, my GeoServer community is already open source.*
  - Considerations:
- **Event Participation:** *If you have a commitment to attend (event speaker, workshop instructor, project committer, committee member) please state the nature of the commitment.*
  - Event Commitment: *I have agreed to attend as a community member, I have commit status on the project and can directly help.*
- **Incidentals:** *OSGeo provides funds in the local currency for food and incidentals during your stay. The amount is determined per event based on local costs. We do not offer expense reimbursement, preferring to provide upfront on your arrival.*
  - Days stay: *4 days*
  - Considerations:
- **Event Registration:** *Please fill in if you are requesting assistance with event registration.*
  - Event Registration Cost (USD): *There is no registration cost for this event.*
- *OSGeo negotiates for “early bird” pricing for event organizers; we are happy to register on your behalf. Some events have enough sponsorship to offer a reduced rate or complimentary registration to volunteers, students, presenters or workshop instructors. If you qualify for reduced registration, please advise.*
- **Travel Assistance Request:** *Please fill in to request assistance with travel. OSGeo events occasionally fundraise for travel assistance. If approved for travel we ask you to submit an expenses to [treasurer@osgeo.org](mailto:treasurer@osgeo.org) after the event. We regret we cannot pay for travel upfront.*
  - From: *YYJ*
  - To: *PSA*
  - Dates: *March 26th-31st*
  - Considerations: *Airfare has been covered by sponsorship, no assistance requested.*
- **Accommodation Assistance Request:** *Please fill in to request assistance with accommodation. We do our best to provide reasonable accommodation assistance, hostel, conference hotel, university dorms, as appropriate for the event.*
  - Arrival: *March 25*
  - Departure: *March 31*
  - Considerations: *Accommodation has been provided by organizer, no assistance needed.*

## Travel Grant Program for Events

Thanks for applying to the OSGeo Travel Grant program, we hope we can enable more attendees to attend your event.

Please note that the travel grant program is focused on outreach and diversity, and is not intended as a solution for event affordability. If you would like to reach out to specific groups (committees, students, speakers, instructors) please set your event costs appropriately.

## Event Information Required

Event information focuses on attendees and individual costs (rather than your event budget). The goal is to provide a personal budget for grantees, and see how much help OSGeo can provide for logistics (registration, airfare, accommodation, food).

### Basic information:

- Audience: how many people are expected, is this event specific to an industry, region or topic?
- Region: is the event localized to a specific region?
- Length: how many days will the event cover?
- Venue: where will the event be held? Will food be provided?

### Conference details:

- Code of conduct: All OSGeo events are expected to have follow a code of conduct (you may link [OSGeo code of conduct](#) here).
- Diversity target: What is the diversity target for your event (quote in relation to prior year's statistics if available)

### Attendee costs:

- What is the conference attendance fee?
  - Are discounts or subsidies available during registration?
  - Examples discounts include early bird rates, event volunteers, students, low-to-middle income economies, workshop instructors, speakers, keynote speakers
- What is the reference accommodation costs for attendees?
  - At event accommodation dorms/hotel? (if block reserved for the event)
  - At nearby AirBnB or similar
- Expected travel costs?
  - Regional travel: representative cost within the city, country, or continent holding the event.
  - International travel: representative cost from north america, europe, other.

### Publicity afforded supporters:

- Are event sponsors invited to participate in the travel grant program?
- What opportunities do our participants have for recognition?
  - The travel grant program is a partnership between OSGeo and sponsors, we need to double check that something more-than-a-blog-post is considered.

## Submission of Funding Request

Travel grants are focused on attendee costs, and not your event budget. As such OSGeo seeks to cover attendee registration at the “early bird” rate - allowing your budget to remain balanced.

Event Organizers are asked to use the following Workflow:

1. Event organizers fill out questionnaire above, and submit it to the OSGeo Travel Grant program.
  - a. Note: We will need a better questionnaire.
2. Board adds a “travel grant” agenda item to an upcoming board meeting, inviting event organizers to the meeting to provide clarification where needed
3. Board votes on the funding request
4. Upon approval, event proceeds to announce travel grant program.
  - a. OSGeo wishes to cross promote this announcement as a news item for our website.
5. Upon selection of travel grant participants:
  - a. Event organizers can invoice [treasurer@osgeo.org](mailto:treasurer@osgeo.org) for “early bird” conference registrations for participants.
  - b. Larger events with their own bank account:
    - i. Book flights for participants, and invoice OSGeo appropriately.
    - ii.
  - c. Smaller events without their own bank account:
    - i. If airfare is being covered:
      1. Event organizers can make arrangements with [treasurer@osgeo.org](mailto:treasurer@osgeo.org) to book flights on behalf of participants.
      2. Smaller events may wish to have individuals arrange flights and ask [treasurer@osgeo.org](mailto:treasurer@osgeo.org) to book (or expense) on a case by case basis.
    - ii. If accommodation is being covered, please provide an expense to [treasurer@osgeo.org](mailto:treasurer@osgeo.org)
    - iii. If food is being covered, attendees are allocated an appropriate per diem limit (for example \$50 USD in a north american city), expenses to be filed with [treasurer@osgeo.org](mailto:treasurer@osgeo.org).
6. After the event, please thank travel grant sponsors, and include some measure of success/failure/diversity in a post-event write up.

## Travel Grant Program for Volunteers

To volunteer with the travel grant program please join the conference committee and express an interest in participating.

- The OSGeo budget is set annually establishing board, conference committee and travel grant program budgets for the year.
  - This will establish a target budget of the travel grant program used as a starting point for commercial sponsorship.
  - The board commits to matching commercial sponsorship up to a maximum of 10,000 for Calendar year 2017. This amount will be revised based on our experience for the 2018 budget.
- Foundation local chapters and committees (such as the conference committee, marketing committee, and project committees) may choose to allocate funds to the initiative in support of an event or code sprint.
  - The travel grant program is an OSGeo initiative accepting and encouraging sponsorship. For details on OSGeo sponsorship program see our website.
- A call for interested events will be sent out in January (after budget approval).
  - This initial call for events covers 70% of the allocated budget.
- We understand not every activity is planned a year in advance, we recommend budget is held for ad-hoc event applications:
  - The funds available for ongoing call out may be adjusted based on generosity of our sponsors.

## OSGeo Event Application Evaluation and Criteria

Please keep in mind that OSGeo is an inclusive organization, and has set up this travel grant program to help improve our communities diversity by supporting events that reach out to women and minorities attendees.

When deciding to support an event, OSGeo should follow these guidelines:

- OSGeo has a limited budget and gives priority to events that meet our goals as an inclusive organization.
  - Events are focused on promoting the use and development of open source software
  - We ask event organizers to set a realistic diversity target for their event covering both speakers and attendees
- Travel grants are focused on OSGeo Events:
  - OSGeo events are held by our the OSGeo Foundation, local chapters, projects and initiatives
  - A key feature of OSGeo events is risk/cost sharing with the OSGeo Foundation, Local Chapter or Project.
  - Events are collaborative in nature and should not be directed by a single organization or company
  - Exceptions will be made for events held in collaboration with our partners (organizations that have a formal relationship with OSGeo via joint initiative, memorandum of understanding, guest membership, etc..).
- Currency
  - We need to be in a position to approve travel grant applicants at least a month prior to the event. Anything less and travel can be prohibitively expensive.



- Events that are less than two months away do not have enough time to be approved, announce and promote the opportunity, and receive applicant submissions.
- With this in mind we do not accept applications for events that are less than two months away.
- Keep in mind:
  - OSGeo is not the sole source of funding for the travel grant program; we ask that sponsors be given visible recognition for supporting this important goal.

This travel grant program is not intended as a stop-gap solution to high conference fees. Please set your registration fee in keeping with your event goals and sponsorship reach. If you wish to subsidise workshop instructors, presenters, or keynote speakers please do so as part of your budget planning.

## FOSS4G Travel Grant Schedule

Notes here on when and where, budget, publicity and timing.

- We would like to open travel grant applications once the accepted presentations are announced. This allows potential applicants to determine if they would like to attend the event.
- While we can review and approve applications, we expect the local organization committee to be in a better position for promotion.
- We would like to short list and accept applications two months prior to the event, to enable applicants to arrange cost effective travel.

## Evaluation of Travel Applications

Notes on evaluating osgeo event travel grants.

- Consider the event diversity target when reviewing applications
  - Organizers are asked for a baseline, and their current target
  - Prioritize speakers, having positive role models has a long term effect
- Double check that this is an OSGeo event, with cost/risk sharing in place
  - Partner events may be considered for outreach; but many are priced beyond the reach of our travel grant program
- Consider application commitment / involvement:
  - We are seeking to charge up those who can inspire their community

## Evaluation of FOSS4G Travel Applications

Additional notes on evaluating foss4g travel grants.

- FOSS4G is the annual OSGeo conference and is “pre-approved” for the Travel Grant program.
  - Annual FOSS4G Event is “pre-approved” with a budget carried over from previous events.

- We ask that the local organizing committee set a realistic diversity target for the event covering both speakers and attendees.
- Special considerations for foss4g:
  - The global foss4g event has a strong “meeting of the tribes” focus which may be considered when reviewing applications.
  - The global foss4g is a great opportunity to share our organization culture, applicants that are seeding a local chapter are to be expected.

FOSS4G Travel application are not intended for:

- Members of our community
  - We understand many members of our community have community obligations to meet, committee members, local chapters and project leads expected to attend the annual general meeting.
  - The travel grant program is intended for outreach, by definition our community members are already stakeholders in our organization.
  - The OSGeo board set's itself a travel budget each year; committees and projects can take the same approach.

## Appendix A Travel Grant Examples

### FOSS4G 2013 Nottingham

Link from 2013, <http://2013.foss4g.org/registration/academic-bursaries/>

### FOSS4G 2014 Portland

Darrel Fuhrman: Here is how we ran the Travel Grant program in 2014:  
<http://2014.foss4g.org/travel-grant-epilogue/index.html>

### FOSS4G 2015 Seoul

Goals:

In order to increase the interests in FOSS4G and FOSS4G Seoul conference and the diversity of the conference attendants, the Organizing Committee decided to provide Travel Grants for attendees who are originally from Low-income economies or Lower-middle-income economies according to the The World Bank data (<http://data.worldbank.org/about/country-and-lending-groups>).

Excellent example of the selection processing and surrounding publicity. Budget supplemented by asking attendees to donate during the registration process:

- 42 applicants, 15 countries
- Travel grant provided for 10 attendees
  - Grant covered conference registration (\$550) and accommodation (\$400).

References:

- <http://2015.foss4g.org/attending/travel-grants/>
- <http://www.gisresources.com/announcing-travel-grants-awardees-of-foss4g-seoul-2015/>

## FOSS4G 2016 Bonn

I do not have solid numbers:

Goals:

In order to increase the interests in FOSS4G and FOSS4G Bonn conference and the diversity of the conference attendants, the Organizing Committee decrequested OSGeo board to give a backup to 10k US\$ for Travel Grants for attendees who are originally from Low-income economies or Lower-middle-income economies according to the The World Bank data

(<http://data.worldbank.org/about/country-and-lending-groups>).

Selection process was based on a point system based on the above mentioned World Bank Ranking, gender, speaker (j/n). In the end we could provide support for all 10 applicants.

References:

- [https://wiki.osgeo.org/wiki/Talk:FOSS4G\\_2016\\_Travel\\_Grants](https://wiki.osgeo.org/wiki/Talk:FOSS4G_2016_Travel_Grants)  
(has a great page of grant programs for comparison).

## FOSS4GNA

Specifically targets diversity as a goal:

- <https://www.azavea.com/blog/2016/01/11/registration-and-conference-grant-applications-now-open-for-foss4g-na-2016/>
- 60% of travel grants devoted to “60% of our funds for women and minority attendees”

Result was 25-30% female speakers, 25-30% female attendees

This conference also had to contend with bathroom laws in North Carolina, resulting in travel restrictions on attendees.

References:

- <https://www.azavea.com/blog/2016/01/11/registration-and-conference-grant-applications-now-open-for-foss4g-na-2016/>
- <http://www.northrivergeographic.com/archives/foss4gna-2015-a-summary> (room to improve)
- <https://lists.osgeo.org/pipermail/discuss/2016-May/016185.html>
- <https://lists.osgeo.org/pipermail/discuss/2016-May/016189.html>

# Appendix B Expectations of Travel Grant Recipients

## University of Houston - Center for Diversity and Inclusion

[http://www.uh.edu/cdi/resources/pdf/conference\\_grant\\_guidelines.pdf](http://www.uh.edu/cdi/resources/pdf/conference_grant_guidelines.pdf)

Note: The above grant is for students. The guidelines, however, are useful as a base for what is expected of the applicants, as well as providing language around selection criteria, eligibility, and qualifications that a conference must meet.

The latter half of the document is a form that could be followed as a template for applications.

## 2017 AASP Conference Student Diversity Travel Grant

<http://www.hbcusportpsych.org/2017-aasp-student-diversity-travel-grant/>

The travel grant succinctly outlines who would benefit and how; their focus is on applicants who have not attended this conference, and who meet specific guidelines.

Reading on, the link to requirements and submission instructions contains a position statement on diversity as well as diversity-based special interest groups and a list of previous diversity keynotes.

<http://www.appliedsportpsych.org/about/diversity/>

## NLS8 (New Librarians Symposium) Bursaries

<http://nls8.com/get-involved/bursaries/>

Several bursaries were awarded - to students and to a person identifying as a minority (Aboriginal/Torres Strait Islander).

Suggestions are welcome for how to ask applicants whether they self-identify as a minority. Examples seen include:

**Do you identify as a minority?** (Checkbox: Yes/No)

Radio buttons & a blank for 'other'

Woman

Person with a disability

Aboriginal