# *BACKGROUND*

Since its inception in 2002, The TK Foundation has awarded over $46 million in grants to non-profit organizations and projects to improve the maritime realm and the lives of disadvantaged youth. The TK Foundation’s Maritime Focus centers on promotion of knowledge of the oceans, for the betterment of individuals, communities and the environment. We support projects and programs that improve the health, safety and welfare of seafarers, maritime education and training, and strengthen maritime security. We also support sailing projects, environmental projects and programs that shed light on maritime history.

***PURPOSE***

The TK Foundation believes that conferences devoted to knowledge sharing in the maritime realm can have significant positive outcomes for conference participants. TK Foundation grant funds are being made available to support eligible participants in attending maritime conferences. We believe that in addition to classroom experience, maritime conference attendance can offer eligible participants current knowledge of the continually evolving real-world maritime industry while encouraging continuous individual professional development and awareness of the vibrant maritime industry.

**ELIGIBILITY**

We are interested in sponsoring the attendance of eligible Participants attendance at maritime conferences via applications from:

* Maritime Cadets
* Maritime colleges’ suggestions of cadets to attend
* Commercial maritime conference organizers may put forth maritime cadets or maritime students if willing to offer conference attendance at significant discounts.

A list of some suggested conferences is attached, but you may propose other offerings if the conference you wish to attend is not listed. If you have a question about whether a specific professional development opportunity meets the criteria for your application, please contact **Susan Karlshoej** at the TK Foundation for consultation. If your organization is a previous or current TK Foundation grantee, all reporting requirements must be current or your organization will not be considered for funding.

***grant Timeline***

**Applications must be in at least two months prior to the conference. Applicants are required to have "Maritime Conference" in their email’s subject line. TKF Maritime Conference grants are available to individuals not more often than once every 12 months.**

***Grant funds may be used for:***

* Conference Registration or Workshop fees tuition
* Purchase of required books not included in registration fee or tuition
* Hotel for duration of conference dates (budget or economy rate)
* Travel (economy class airfare, airport shuttle or taxi, driving parking fees)

***evaluation Criteria:***

Proposals are evaluated by a review committee who will determine the extent to which they meet following criteria:

* Proposed conference is compatible with student or organization’s mission and the criteria of grant program stated above
* The proposed participant attending conference is appropriate given their position at organization or college.
* Proposal contains perceived benefits for the proposed participant
* Conference organizers are willing to provide discounted seats for TK Foundation sponsored Participants

 ***PROPOSAL FORMAT AND CONTENT;***

Pleaseensure that your proposal includes each of the items listed below. Do not exceed the page limit allotted for each section.

* Proposal Cover Sheet (1 page, use form provided)
* Narrative (2 pages, use form provided)
* A scanned copy(ies) of current student ID or registration if applying as a maritime school cadet or on the behalf of a student cadet.

***Submission of proposal***

Please submit proposals electronically via email to Susan Karlshoej susan@thetkfoundation.org

**two** **months prior** to the conference.

You **must** have “Maritime Conference” in the subject line of your email for your application to be considered.

Grant awards will be announced at least 4 weeks before conference dates.

Grant awards **may not exceed $2,500 (United States Dollars) per individual**. Exceptions will be made on a case-by-case basis. Please contact Susan Karlshoej for any request more than $2,500 (United States Dollars) per individual.

**Late or incomplete proposals will not be accepted. Proposals will be declined if the directions for formatting stated above are not followed. Information may be used or shared for reporting or promotional purposes.**

*If applying for funds in non-U.S. dollars, the exchange rate for the grant payment will be determined on the date and time the**payment is entered into Orange County Community Foundation’s (OCCF) grant management system. The exchange rate may change between the time the payment is entered into the system and receipt of payment by the grantee. However, the exchange rate is fixed by OCCF at the time of entering the grant into OCCF’s grant management system and the grantee will not be invited to request an exchange adjustment.*

*Banks often charge both outgoing and incoming wire or transfer fees. OCCF and the TK Foundation pay applicable fees for outgoing international wire transfers. OCCF and the TK Foundation are not responsible for any bank, wire or transfer fees that may be incurred by the grantee in the process of receiving an international wire transfer.*

***proposal cover sheet***

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| Name(s) of Proposed Attendee(s) (if more than one, separate by commas): |  |
| Name of School or Non-Profit Organization: |       |
| Name, Date and Location of Conference: |  |
| ***CONTACT PERSON INFORMATION***  |
| [ ] Mr. [ ] Ms. |  | First Name: |       | Last: |       | Title: |       |
|  |
| E-mail address: |       | Phone #: |       | Ext. |       |
|  |
| School or Non-Profit Organization Address (if applicable): |       |
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| --- | --- | --- | --- |
| Conference Registration Only (Must be in US Dollars): | $        | Total Grant Amount Requested (Must be in US Dollars): | $       |

Authorization Signature:

Print Name & Title:

***narrative***

Your narrative information must be presented in the text boxes below (which can be made smaller or larger as needed.) Please respond directly and succinctly to the questions. You may vary the length of each of your answers, but the total narrative page count may not exceed two (2) pages.

1. **Please state the conference or training program for which you are applying and why you are applying to this particular conference. What are your expectations for this conference? How does this conference relate to your personal and/or professional goals at this time? Include the date(s) and location of the conference.**

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1. **Please detail the total grant amount requested. Provide an itemized list of the registration fee, estimated travel expenses, etc.**

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1. **Please insert a website link to your college or university:**

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1. **Please include a scanned copy of your current student ID or registration if you are applying as a maritime school cadet.**