

Metropolitan Washington Council of Governments



ICC Final Action Hearings
Charlotte, NC
October 25-31, 2010

Scholarship Requirements and Conditions

Source Funds

The Energy Foundation
301 Battery Street, 5th Floor
San Francisco, CA 94111
Ph: (415) 561-6700
Email: energyfund@ef.org
Web page: <http://www.ef.org>

COG Point of Contact

Leah Boggs, Environmental Planner
lboggs@mwcog.org
202-962-3336

General Scholarship Conditions

- 1- All COG local government jurisdictions are eligible to apply for scholarship funds by **August 2, 2010**.
- 2- Scholarship funds are available on a **reimbursement basis only**.
- 3- Maximum scholarship amount awarded per person is **\$2,158.00**.
- 4- Receipts are required for reimbursement.

Specific Scholarship Requirements

- 1- All **Travel Sponsorship Reservation Forms** are due to COG electronically to Leah Boggs by **close of business August 2, 2010**.
 - a. Scholarship Reservation Form must be completed indicating no. of individuals requesting travel funds for each jurisdiction
 - b. Indicate Primary Jurisdiction Contact
 - c. Roster of travelers on scholarship reservation form should correspond to the no. of individuals requesting travel funds for each jurisdiction.

Scholarship Details and Deadlines

- 1- **August 2, 2010** – Scholarship application submission process closed.
- 2- **August 5, 2010** – COG notifies Person #1 indicated on each travel roster to submit an estimated total travel budget.
- 3- **August 19, 2010** – Deadline date to submit **estimated total travel budget** by Person #1 to COG, including:

- a. Lodging costs and # of nights
 - b. Cost and mode of travel
 - i. Driving mileage rate (www.irs.gov) – \$0.50/mile
 - c. Charlotte per diem for 5 days of trip (www.gsa.gov) - \$51.00/day
 - d. Charlotte per diem for first and last day of trip (www.gsa.gov) - \$39.00/day
- 4- **August 27, 2010** – Contingent upon the amount of travel funds available, COG notifies Person #2 indicated on each travel roster to submit an estimated total travel budget.
 - 5- **September 9, 2010** – Deadline date to submit **estimated total travel budget** by Person #2 to COG.
 - 6- **September 17, 2010** - Contingent upon the amount of travel funds available, COG notifies Person #3 indicated on each travel roster to submit an estimated total travel budget.
 - 7- **September 24, 2010** - Deadline date to submit **estimated total travel budget** by Person #3 to COG.
 - 8- **October 5, 2010** – All scholarship recipients will be notified by COG.