



## **Conference and Event Sponsorship – October 4, 2018 Filing Period Frequently Asked Questions**

**1. Our organization is still planning the conference/event and do not have a confirmed list of speakers or a date. Can we still apply?**

It is strongly encouraged that the Conference/Event has a confirmed date; this is to ensure that the conference/event takes place within the funding term period (January 1, 2019 - June 30, 2019). Conferences/Event falling outside of this period should wait to submit an application until the next filing period in April 2019.

First 5 LA understands that speakers and presenters may change unexpectedly. As such, First 5 LA will work with awarded applicants so long as the changes do not impact the original intent and outcomes of the proposed conference/event.

**2. Why do I need to submit the biographies of proposed presenters/speakers as part of the application?**

Biographies are not required but strongly encouraged as they are used to assess the reasonableness of speaker fees/honorariums. Please include whether an honorarium will be received and for how much (include any speaking fees, hotel stays, transportation or meals) for each proposed speaker/presenter.

**3. Our agency is currently a First 5 LA grantee. Are we still eligible to apply?**

Current First 5 LA grantees in good standing and with no compliance issues are eligible to apply for Conference and Event Sponsorship. However, the proposed conference/event must clearly be outside of the currently approved scope of work and budget.

**4. How do I submit the projected budget for the event?**

There is no specified template required for the budget. Please be sure to complete and upload the budget when submitting your online application. Failure to do so may result in your application being disqualified.

**5. First 5 LA is the sole funder for the proposed conference/event. Can we still apply?**

No, per the First 5 LA Commission Policy 3500 Conference and Event Funding, First 5 LA may not be the sole funder for the conference/event.

**6. What is the maximum award amount the agency will receive to fund an event?**

The maximum award amount is \$15,000 or 50 percent of the total conference budget, whichever is lower, for each individual conference/event.

**7. When will I be notified if I have been awarded a Conference/Event Sponsorship opportunity?**

All applicants will receive a notice of “application received” within 15 days of submission. Final decisions will be sent out within two months after each application filing period ends.