

**APPLICATION FOR TRAVEL STIPEND FOR CONTINUED EDUCATION  
MASS TIMBER CONFERENCE 2020**

Montana Department of Natural Resources and Conservation

**Instructions and Application Form**

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**DESCRIPTION:** In the interest of advancing the use, knowledge and skill-base of Montana professionals to design and construct with mass timber and advanced wood products, the Montana Department of Natural Resources and Conservation (DNRC) is offering \$500 travel stipends to attend the Mass Timber Conference in Portland, Oregon March 24-26, 2020. [www.masstimberconference.com](http://www.masstimberconference.com).

**APPLICATIONS DUE:** February 7, 2020 at 5:00 pm

**SELECTION AND NOTICE OF AWARD:** Recipients of the stipend will be selected on a competitive basis based on responses to the questions in the application form. Applicants will be notified of award by February 21, 2020. The amount of the travel stipend is a maximum of \$500 per business/organization. The stipend will be provided on a reimbursement basis upon DNRC's receipt of documentation of reimbursable expenses incurred and paid. The DNRC has funds to reimburse up to 10 qualifying applicants for conference related expenses.

**ELIGIBILITY INFORMATION**

**A. Eligible applicants** are employees of for-profit and non-profit entities, or governmental organizations, and individuals (including students) that reside and work in Montana. Previous recipients of DNRC grant funds are eligible to apply but may receive lesser priority for funding.

**B. Expenses eligible for reimbursement** include registration costs, transportation, and lodging during the event. Note that the maximum government reimbursement rate for lodging in Portland, Oregon in March of 2020 is \$157/night (excluding taxes). All commercial air travel shall be by the least expensive service available. All requests for reimbursement under the stipend must be received by DNRC by April 30, 2020.

**C. A 1:1 non-federal to federal match is required** for receipt of the travel stipend. These stipends are federal funds provided through the 2015 Wood Innovations Grant award from the USDA Forest Service. The travel stipend is available to reimburse costs on a 1:1 cost to match basis, meaning 50% of every \$1.00 expended is eligible for reimbursement, with a maximum reimbursement of \$500. Eligible match may include cash or in-kind contributions such as travel expenses, conference registration and compensation of employees for time devoted to participating in the conference.

**CONTACT:** Tom Perry, Montana Department of Natural Resources and Conservation at [tom.perry@mt.gov](mailto:tom.perry@mt.gov).

**APPLICATION FORM**  
**TRAVEL STIPEND FOR CONTINUED EDUCATION**  
**MASS TIMBER CONFERENCE 2020**

**Submit completed application form to:** Tom Perry, at tom.perry@mt.gov by February 7, 2020 at 5:00 pm.

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**APPLICANT NAME:** [Click here to enter text.](#)

**BUSINESS NAME:** [Click here to enter text.](#)

**MAILING ADDRESS:** [Click here to enter text.](#)

**EMAIL ADDRESS:** [Click here to enter text.](#)

**PHONE NUMBER:** [Click here to enter text.](#)

**ENTITY TO BE REIMBURSED (INDIVIDUAL/BUSINESS NAME):** [Click here to enter text.](#)

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**AMOUNT REQUESTED: \$500.00 (or 50% of reimbursable expenses if total reimbursable expenses are < \$1000.00)**

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**Provide a brief response to each question below. Do not exceed 1.5 pages for your responses.**

1) Describe how this conference fits into your current organization/business strategy. How will attendance at this conference expand opportunities for you and/or your organization/business?

[Click here to enter text.](#)

2) Describe your interest in mass timber and advanced wood products.

[Click here to enter text.](#)

3) Describe how your attendance at this conference will advance wood-based construction in Montana?

[Click here to enter text.](#)