

## **Office for Victims of Crime National Conference Support Program Guidelines**

This document establishes the structure, requirements, and criteria for the OVC National Conference Support Program. Organizations eligible under this program can receive assistance for conference logistics related to speakers/trainers, meeting space, and materials. The applicant may request that a certain percentage of the awarded support be allocated for (1) Professional Development Scholarships to assist service providers and allied professionals in attending the conferences and/or (2) to manage a scholarship program for crime victims/survivors attending the conference.

### **Who Is Eligible for National Conference Support?**

Applicants must be organizations that have a nationwide membership and/or provide services to crime victims/survivors nationwide. Eligible conference support recipients include the following:

- Nationwide coalitions.
- Community-based nonprofit organizations.
- Public or private nonprofit organizations.

Once awarded, the support is nontransferable and can only be used for the purpose of supporting the identified conference.

### **Which Organizations Are Not Eligible for Conference Support?**

- Organizations sponsoring a regional or statewide conference.
- Organizations that receive other OVC discretionary or formula grant funding designated for conference support.
- Organizations that do not support OVC's mission, goals, and stated priorities.

### **What Are the Criteria for Conference Support Awards?**

Awards are based on the following criteria:

- The organization has the capacity to deliver a conference of the intended scope.
- The organization is the principal organizer of the conference.
- The goals of the conference further the mission, goals, and stated priorities of the Office for Victims of Crime. (See [www.ovc.gov](http://www.ovc.gov).)
- A primary goal of the conference is to focus on victims' rights, services, and/or skills and educational development for victim service providers and allied professionals.
- The conference is not otherwise supported with OVC discretionary or formula grant funds.

## **Additional Information and Requirements**

- Program support is based on the availability of funding.
- No direct funding will be made, but instead support will be provided via OVC TTAC and Professional Development Scholarships will be handled on a reimbursement basis to the participant.
- Organization must have the capacity to administer a scholarship program, if seeking crime victim/survivor scholarship support.
- No organization may receive more than one award per calendar year.
- OVC must receive the concept paper **at least 6 months prior to the scheduled event — NO EXCEPTIONS.**
- If awarded, the organization will be asked to provide conference-related information to OVC to allow for advance postings on the OVC Web site and calendar of events, and for dissemination of NCJRS JustInfo e-announcements and OVC listservs as appropriate.
- If awarded, the organization should provide its registration list to OVC two weeks prior to the event. This list will be used for a one-time dissemination of information related to OVC's presence at the conference.
- The awarded organization will also be asked to:
  - Identify the Office for Victims of Crime as a conference cosponsor on all conference promotional materials and electronic announcements.
  - Extend to OVC an opportunity to address the conference audience.
  - Include OVC-approved language and logos on all conference promotional materials and electronic announcements. This language and logos will be provided upon award of support.
  - Accommodate complimentary space for an OVC conference exhibit and/or demonstration by the OVC Training and Technical Assistance Center and the OVC Resource Center (including Internet connection(s) if applicable) and waive conference registration fees for OVCRC and OVC TTAC staff attending the conference to support this activity.
- Hospitality suites, kick-off receptions, and the like cannot be supported with awarded funds.
- Support available via the OVC National Conference Support Program may not be used to supplant funding previously allocated for conference support.
- Program applicants are notified of OVC's decision at least **120 days** prior to the start of their conference.

## **How to Apply for National Conference Support**

Please send your completed letter of request and concept paper, addressed to the Director of OVC, at least 6 months prior to the start of your conference — NO EXCEPTIONS — to:

**Office for Victims of Crime**  
**Training and Information Dissemination Division**  
OVC National Conference Support Program  
810 7th Street, N.W.  
Washington, D.C. 20531  
Fax : 202-514-6383