



**APWA Chicago Metro Chapter
Victoria, Australia
2024 Study Tour Grant**

2024 Chicago Metro Chapter Study Tour Grant Program Guidelines

The purpose of this Grant is to provide support to one or more Awardee/s to conduct a Study Tour in Victoria, Australia. Specifically:

- The Study Tour will provide an opportunity for one or two APWA Chicago Metro Chapter (Chapter) member/s to broaden their knowledge and exchange experiences and information through contact with our Australian partners.
- The Chapter has budgeted a maximum of two grants of \$4,000 each. The study tour will likely cost more than \$4,000, the remainder will have to be self-funded or covered by other grant opportunities (i.e. Jennings Randolph Fellowship)
- The Study Tour interactions will further international relationships. The program is meant to encourage local government employees and other persons involved in public works to participate in a Study Tour to gain experience and knowledge in the science and management of public works and engineering as well as share state-of-the-art, public works practices with Australian partners.
- The Awardees will monitor current and changing public works practices relative to scientific requirements of the profession along with federal, state, and local government needs.
- The program will provide opportunities to share the benefits of the research findings and experiences from the Study Tour with public works professionals in the Chapter and beyond, including with local government, service providers, and vendors that support government public works.
- The Chapter will provide and the IAC and Awardee/s will manage Study Tour funds allocated to Chapter's International Affairs Committee (IAC) by the Chicago Metro Chapter to advance scientific management, technical knowledge, information exchange, and advocacy to facilitate and enhance the practices and abilities of the public works profession.

2024 Grant Award Parameters

The APWA Chicago Metro Chapter (Chapter) are making an overseas Study Tour Grant available to one (1) or two (2) public works professional/s working with or in local government, who are Chapter members, to participate in a Victoria, Australia focused Study Tour in April/May 2024. The Municipal Engineering Foundation Victoria (MEFV) will assist the awardee on travel and host the awardee at various events during the tour. The Grant provides funding to support the Awardee/s in attending a two-week (or more) Study Tour. The Study Tour includes two weeks in-country plus travel time to complete an itinerary prepared by the Awardee in coordination with the IAC and the MEFV, to visit various municipalities and/or related businesses in Victoria, Australia.

The Grants will provide up to \$4,000 each to one (1) or two (2) Awardee/s, each funded by the Chapter. Recognizing that the \$4,000 Grant may not be enough funding to cover the full cost of the Study Tour, it is clarified here that the Awardee is expected to make up the difference either personally, with employer or other groups' contributions, or with an APWA William Jennings Randolph Fellowship award.

In the case of insufficient quality or responsiveness in the applications received in the view of the IAC or Chapter Board, the Chapter reserves the right to award only one Grant or no Grants for the subject year.

Terms and Conditions

Successful Applicant will be required to comply with these Grant Terms and Conditions:

1. The Awardee will travel overseas on a Study Tour to Victoria, Australia and other areas as defined in the approved Study Tour itinerary. They will attend and present at an IPWEA conference or MEFV event. The Awardee will travel on the prepared itinerary to research and report on a study topic with particular relevance to Chicago Metro Chapter (Chapter) municipalities, agencies, and constituents. Please note: MEFV has extensive contacts in Victoria and will take the lead on providing specific destination ideas and

contacts and suggested scheduling/routing. The Grant Awardee is welcome to contact local governmental agencies, contractors, or private sector companies related to the Study Tour topic to assist with developing the schedule, but that level of detail is not needed as part of this application.

2. The Awardee will meet with local government/public authorities, private sector consultants, industry, and other relevant community groups as described in the Study Tour synopsis and itinerary and in coordination with MEFV during the Study Tour.
3. Social media updates of the Study Tour progress are encouraged.
4. Each Grant covers directly incurred expenses including travel, accommodation, meals, and fees, together with reporting requirements, up to a total of \$4,000. The Grant is only to cover subject costs and only as documented and requested for reimbursement up to \$4,000. An amount up to \$800 (20%) will be held back from the \$4,000 Grant until completion of the Study Tour Report. The Study Tour Report must be completed and accepted by IAC by November 29, 2024.
5. In the case of travel supported by the Awardee's employer, other group's contributions, or a William Jennings Randolph Foundation Grant, cost elements may be split among funding sources, but cannot be charged twice (duplicative) to different sources.
6. The Grant is intended to cover the Study Tour only, and does not cover any expenses (hotel, travel, fees) related to tourism activities. Tourism may be conducted before or after the formal Study Tour, at the personal expense of the Awardee.
7. The applicant should attend the Institute of Public Works Engineering Australasia (IPWEA) conference as part of the Study Tour, conference fees can be included in reimbursed expenses.

Institute of Public Works Engineering Australasia (IPWEA)

International Public Works Conference

Date: 29 April – 3 May 2024

Location: Melbourne Convention and Exhibition Centre (MCEC) - Melbourne, VIC

<https://www.ipwea.org/ipwc/home>

8. If the Awardee chooses to bring a travel companion, the Grant will not reimburse those additional costs. Furthermore, the Awardee must assure that the additional person does not interfere with the professional meetings, activities and goals of the Study Tour.
9. On completion of the Study Tour and return to Chicago area, the Awardee is to:
 - a. Within two months of completion of the Study Tour, compose a Draft Report on the Study Tour of 12 to 20 pages (double spaced, 12 pt Arial font), plus any graphics and/or photos (approx. 3,000 to 5,000 words) detailing the study undertaken, findings of the study, and recommendations as applicable to the Chicagoland area, Illinois, and/or United States conditions. The Report may include photographs or diagrams. The Report is to be provided in draft form. Upon acceptance by the IAC, a final Report is to be provided to the IAC Chair in PDF format suitable for display on Chapter and MEFV websites. On completion and acceptance of the Report, the amount of retention of 20% and/or up to \$800 withheld from the initial Grant, will be paid. The Study Tour Report must be completed and accepted by IAC by November 29, 2024.
 - b. The Awardee will provide a presentation at the Chicago Expo or other Chapter event about the Study Tour. The Awardee's presentation to Chicago Chapter APWA membership within the following year is required and he/she will be available for lectures and presentations as requested, including to regional and/or special interest groups, during year following the Study Tour including

presentations to relevant APWA Conferences and/or Workshops as feasible.

- c. The Awardee will write an article for the Chapter Newsletter, and an article for the APWA Reporter magazine about the Study Tour.
 - d. The Awardee shall provide a testimonial for a live event, newsletter or video about the value of the Study Tour to the Grant recipient, his/her employer, and/or the greater community.
 - e. The Awardee shall be available to attend workshops or meetings to assist in the performance of presentations such as those identified above, if required.
 - f. Attend meeting of Chapter International Affairs Committee on completion of the Study Tour for debriefing at a time and place to be determined.
10. Applicants for the Grant must confirm:
- a. They are a member of the Chapter.
 - b. They currently are employed in public works and/or government engineering and/or work associated with local government engineering.
 - c. The Grant funding is subject to applicable US and Australian laws and a US tax form 1099 will be issued for reimbursed expenses exceeding \$599. Awardee is responsible for payment of applicable taxes, the amount of which is dependent upon Awardee's personal tax situation.
 - d. They will not claim from Chapter any costs or expenses beyond the Grant amount.
11. The Grant recipient shall make adequate arrangements for travel, health, accident, and other required insurance to approval of Chapter, prior to using Grant.
12. The Grant recipient shall be expected to adhere to details of the approved Study Tour itinerary. Any modification must have prior approval of IAC.
13. Illness, before or after Awardee arrives in Australia, which reduces effective use of the Grant, shall not automatically entitle the Grant recipient(s) to extension of original period of use, but IAC may Grant extension if considered appropriate.
14. The Grant may be suspended or terminated before the approved Study Tour completion date if, in the opinion of Chapter:
- a. Grant recipient performance is unsatisfactory; or
 - b. Grant recipient has failed to observe the Grant conditions; or,
 - c. Grant recipient is guilty of misconduct per Australian or United States law.
15. Chapter will withhold twenty percent of amount of Grant to be paid until obligations of Grant have been completed to satisfaction of Chapter. The Study Tour Report must be completed and accepted by IAC by November 29, 2024.
16. The Grant recipients are to attend meetings of Chapter and IAC as required prior to departure in order to agree on the Study Tour itinerary and specific responsibilities.
17. The Awardee shall Hold Harmless the APWA, the Chapter, and the MEFV from any responsibility for circumstances beyond their control or in violation of the Grant Agreement. Cancellation of the Study Tour by Awardee shall require forfeiture of any Grant funds and all rights and privileges.

2024 Chicago Metro Chapter Study Tour Application Guidelines

Applications are to be submitted electronically to the Chair of the IAC. The following minimum information must be contained in the Study Tour Application:

1. Cover letter
2. Completed application form (2 pages)
3. Two-page description (synopsis), double-spaced on study topic and approach (approx. 500-word max.)
4. Resume of APWA involvement
5. Projected Study Tour schedule (specific municipalities, contractors, or private sector companies related to the Study Tour to visit are not required at time of application)
6. Projected Study Tour budget
7. Letter of support from employer or supervisor
8. Work Resume (3 pages maximum)

Study Topic

Each Applicant must recommend a specific study topic related to public works. Subjects shall be based on their own choice or that of their employer. Examples of past Study Tours can be found on the internet, or provided by the IAC, the MEFV, and APWA's William Jennings Randolph International Fellows. Applicants may contact Karen Kase, Chair, IAC, at kkase@hlreng.com or 224-558-0021, to confirm with whom to speak regarding specific study topics.

Applicants are to provide a 500-word (approx. maximum) synopsis of their chosen subject. The synopsis shall identify the specific goals and objectives of the Study Tour.

The Chapter will give priority to important emerging issues in public works regarding leadership, community engagement, shared services, project/program management, project delivery, climate change, sustainable public works, and others where the results of research overseas may significantly benefit the municipal engineering profession.

Closing Date

Applications must be submitted by email to Karen Kase, Chair, IAC at kkase@hlreng.com by midnight CDT, January 10, 2024.

Applicants may be required to participate in selection interviews by IAC on a date and at a time to be determined.

Notification of Grant Selection

After consideration of Applicants for the Grant, the successful Applicant/s will be notified as soon as possible following their selection. The Chapter will make maximum effort to notify selected Awardee/s quickly to provide adequate time to arrange their visits, lodging, and travel. The Chapter will select a "runner-up" application both to recognize a high-quality application beyond the Chapter's funding capacity and as a stand-in, in the event that a last-minute substitution is needed (in the event that one of the Awardees falls sick or otherwise drops out.)

The Chapter's IAC reserves the right to be sole judges of Applications and the Chapter Board will approve their selection.

Selection Criteria Process

1. Awardee must be a Chapter Member with active APWA involvement
2. Current Chapter International Affairs Committee Members are not eligible.
3. Current employment must be in public works and/or government engineering and/or work associated with local government engineering and public works.
4. Soundness of the Study Tour topic related to public works.
5. Soundness of 500-word (approx. maximum) synopsis of the Study Tour. Synopsis shall discuss approach and provide goals and objectives of the Study Tour which must be clearly identified, feasible, and well developed.
6. The Study Tour relates well to the background and career of Applicant, reflecting depth of knowledge, expertise and/or curiosity in the particular focus of study.
7. The Study Tour will advance APWA's declared international mission and objectives.
8. Theme of the Study Tour is relevant and is consistent with public works interests and issues in the United States/Chicagoland and Australia.
9. Experience with previous overseas Study Tours or similar and/or international travel experience is a plus.
10. The applicant may provide other relevant information that the Study Tour Applicant believes supports his/her Application.
11. If similar Applications are submitted, IAC will select Applicant/s best meeting selection criteria.



2024 Chapter Study Tour Grant Application

The Study Tour Application and supporting documentation must be submitted via e-mail to kkase@hlreng.com by midnight CDT, January 10, 2024.

Name _____

Address _____ City/State _____ County _____ Zip/Postal Code _____

Office Phone _____ Cell Phone _____ FAX # _____ E-mail _____

Country of Citizenship _____

Education: *List institutions attended beyond high school; include active registration in a degree program or professional enrichment course, special institute, etc.*

Institute Name _____ Location _____ Subject(s) _____ Dates (mo/yr) from-to _____

Diploma/Degree/Certificate (yr.) _____

Institute Name _____ Location _____ Subject(s) _____ Dates (mo/yr) from-to _____

Diploma/Degree/Certificate (yr.) _____

Institute Name _____ Location _____ Subject(s) _____ Dates (mo/yr) from-to _____

Diploma/Degree/Certificate (yr.) _____

Language(s): _____
Speaking

Reading _____ Writing _____

Previous international travel/work/Study Tour/experiences



2024 Chapter Study Tour Grant Application

Professional activities: *List teaching and consulting work if not a full-time occupation, major publications, APWA roles/committees/activities. Attach additional sheets as needed to your pdf.*

Community Service/Other interests/hobbies:

Restrictions or special requirements: *List any physical, dietary, or religious restrictions or special requirements relevant to your participation in this program.*

APWA Member ID Number and Years Active:

Study Tour Application: (To be compiled and provided via one PDF document)

1. Completed application form (2 pages)
2. 2 page description of study topic (500 word maximum)
3. Resume of APWA involvement
4. Projected Study Tour schedule (specific municipalities to visit are not required)
5. Projected Study Tour budget
6. Letter of support from employer or supervisor
7. Resume

By signing this document, I understand the eligibility requirements and accept the commitment of this program if selected and acknowledge that I will need to bear all costs or secure outside funding beyond the travel allowance provided through the Grant.

Signature of Applicant

Date

****Note:** Application due via email to kkase@hlreg.com by **midnight CDT, January 10, 2024**