



IPPS Exchange Funding Program (previously Travel Scholarship)

The IPPS International board made a decision in 2009 to set aside funds that could be accessed by any region for the purpose of facilitating exchanges of plant propagators. The funding arrangement was for a dollar-for-dollar match up to USD \$2,000 for any one exchange. This means a region that agrees to pay USD \$2,000 or any part thereof, those funds will be matched by the IPPS International Board.

At the International Board meeting held in Sydney in May 2011, it was noted that to date no region had made an application for funding. The Education Committee made a recommendation to the Board regarding some changes to the program so that it might become more attractive.

These changes were accepted by the board as follows:

- The name "IPPS Travel Scholarship" was changed to the "IPPS Exchange Funding Program". This change was adopted to try to foster further exchanges of propagators between IPPS regions following the example from the successful programs run by Australia and New Zealand.
- The committee developed the attached list of expectations and responsibilities that the candidates and the supporting region are required to follow.
- The committee also recommended changes to the structure of the funding, with a shift to empower the regions to apply directly to the International Board for funding on a first-come, first-served basis. This means that all regions will have the ability to apply for funding; however, once funding has been granted to a region, then that region and the region that is the cooperator in the exchange will fall to the bottom of the list of regions requesting more funding.

- Applications for funding shall be submitted to the Regional Secretary-Treasurer who will then forward the application to the International office. The application will then be considered by the IPPS Education Committee who will process the request within two months from its receipt.
- The Education Committee has developed the attached list of expectations and responsibilities that the candidates and the supporting region will be required to follow.
- As part of the application process, the region applying for funding must ensure that there is a commitment from the cooperating region to also send an exchange person either in the same year or the following year.
- The region approved for funding must begin the exchange within nine months of being approved to avoid "locking up" funds that could be available for other regions.
- Every effort shall be made to have the exchange visit coincide with the annual conference of the region being visited. This will provide an opportunity for the individual to network and to make a presentation (if requested) by the region being visited. Conversely, the exchange individual should make a report at the home region's conference after his/her return.
- The committee also recommended that each region identify one or more persons able to assist with the coordination of those proposing to travel and those arriving at another region. These individuals should be identified in the application so they can be contacted by the Education Committee if necessary.
- Finally, it was emphasized that the program is only open to members of IPPS. If an individual is not a member at the time the exchange is being considered, he or she must secure membership status either individually or as provided by the region on a complimentary basis.

Hopefully these changes will make the program more user friendly. Regions are urged to seriously think about locating a candidate and taking advantage of this wonderful opportunity.

September 2017



IPPS Exchange Funding Program Guidelines

GUIDELINES FOR REGIONAL APPLICATION (using the application form)

1. Funding: \$1 from International for each \$1 raised by the region. Maximum funding from the International Board is USD \$2,000.
2. Application for funding must be received at least **two months** prior to the commencement of the exchange.
3. From the time an application is approved for funding, the region must begin the exchange within nine months.
4. The application document shall be thorough and cover all aspects of the visit to be undertaken and, in particular, should outline the plan for a continuing exchange program between the two regions involved, confirming the receiving region's intent to provide its exchange individual in the same or following year.
5. A report shall be provided to the IPPS International Board at the conclusion of the exchange outlining the individual's experience and the ongoing arrangements between the two regions involved for a continuing exchange program.
6. The exchange individual must be encouraged to make a presentation at the receiving region's conference, so it is desirable that the visit takes place to coincide with that region's annual conference.

CRITERIA FOR THE EXCHANGE CANDIDATE

1. Must be working or studying in the plant production industry.
2. Must be a current member of IPPS.
3. Must be a minimum age of 18 years.
4. Shall be undertaking or have completed some form of industry-relevant training.
5. Must exhibit an ambassadorial attitude.



REQUEST FOR MATCHING FUNDS FOR EXCHANGE PROGRAMS

Regions applying for funding support to facilitate member exchanges with another region shall complete this application and attach any additional information. The region's Secretary-Treasurer shall submit the application by email to the IPPS International office **at least two months** prior to the commencement of the exchange. The IPPS International office will forward the application to the current Education Committee for review and a recommendation to the International Board. The review and approval process will be expedited as much as possible to allow the region to proceed with travel plans; however, the guidelines allow a two-month period for this review and approval process to be completed. All the following questions must be answered.

Date of application: _____

Region submitting the application: _____

Person submitting the application for the region:

Name: _____

Position in the region: _____

Email: _____

1. To which region will your exchange person be going (destination region)?

2. Who is coordinating the exchange program in the destination region?

3. Who will be the primary host(s) for your exchange person in the destination region?

4. Is the destination region committed to sending an exchange person to your region this year or next year? If so, when?

5. What are the dates for your exchange person's visit? Will these dates include the exchange person's participation in the destination region's annual conference so he/she can make a presentation at the conference?

6. What activities are planned for your exchange person in the destination region; i.e., what will he/she be doing during his/her time in the destination region?

7. Please confirm that your exchange person meets the following criteria:

a. Working or studying in the plant production industry. Please comment:

b. Holds membership status in IPPS at the time of the exchange. Please comment:

c. 18 years of age or older. Please comment:

d. Currently in or has completed some industry-relevant training. Please comment:

e. Exhibits an ambassadorial attitude. Please comment:

8. How much funding is requested from the IPPS International Board (US \$2,000 max.)? Will this amount be matched by your region to support this exchange?

YOU MAY ATTACH ANY ADDITIONAL INFORMATION TO SUPPORT YOUR REQUEST FOR FUNDING.

Revised: September 2017