

## **Speaker's Bureau Stipend**

Based upon available funding, Alaska Housing Finance Corporation (AHFC) is providing funds for a speaker's bureau function for non-profit organizations. Up to \$3000 in actual expenses may be reimbursed to help defray the cost for public speakers to discuss topics in the following areas of building construction or retrofit, energy or resource efficient design, other energy efficient design topics, construction or retrofit, community planning as it relates to resource or energy efficiency, renewable energy in Alaska, and improving indoor air quality in homes. AHFC reserves the sole discretion to fund or not fund this application.

To be eligible for this reimbursement the applicant must:

1. Be a 501(c)(\*) tax exempt entity organization (include copy of 501(c)(\*) status with this request form).
2. Topic must relate to renewable energy, energy efficient design, construction, retrofit or community planning, or indoor air quality improvements.
3. The event must be located in Alaska.
4. Notify AHFC of changes in dates, venue or speakers from this application.
5. Credit AHFC with contribution (AHFC logo must adhere to our branding guidelines which will be provided upon approval of this request).
6. The event must be open to the general public.
7. Funds must be spent by June 30, 2024 (invoices received after this date will not be paid).

Upon completion of the event, the organization must submit to AHFC the following:

1. Invoice with the event date, location, speakers name and amount to be reimbursed (this needs to be received prior to June 30, 2024 or it will not be paid)
2. A follow up note on organizational letter head to include:
  - a. Date of the event
  - b. Location of the event
  - c. Speaker or speakers reimbursed by this stipend
  - d. Summary of the conference
  - e. Number of participants

## Speaker's Bureau Stipend

### Request Form

|                                                                                                                                             |                                |                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------------------------------------------------------------------------------------------|
| <b>Applicant Organization</b>                                                                                                               | <b>Applicant Address</b>       | <b>Applicant City, State, Zip</b>                                                                       |
|                                                                                                                                             |                                |                                                                                                         |
| <b>Applicant Contact Person</b>                                                                                                             | <b>Contact Person Phone</b>    | <b>Contact Person email</b>                                                                             |
|                                                                                                                                             |                                |                                                                                                         |
| <b>Proposed Event Speaker</b>                                                                                                               | <b>Applicant Tax ID Number</b> | <b>Requested Funding \$</b>                                                                             |
|                                                                                                                                             |                                |                                                                                                         |
| <b>How does this topic relate to the expectation of this stipend?</b>                                                                       |                                |                                                                                                         |
|                                                                                                                                             |                                |                                                                                                         |
| <b>Dates and time of event</b>                                                                                                              | <b>Event location</b>          | <b>Anticipated Audience?</b>                                                                            |
|                                                                                                                                             |                                |                                                                                                         |
| <b>Send this application form to:</b><br>Michael Spencer<br>Alaska Housing Finance Corporation<br>PO Box 101020<br>Anchorage AK 99510- 1020 |                                | Or by email to<br><a href="mailto:m Spencer@ahfc.us">m Spencer@ahfc.us</a><br>or by fax<br>907-330-8247 |