

Greetings!

Thank you for requesting NOAH's Funding Sources Information Kit. We hope that the information provided is informative and useful. This packet is meant to be a starting point for you to find funding sources, but by no means is it an exhaustive list. When your funding search is complete, please let us know how you did. Was the information included useful? Did you find another source or method that might be useful to another NOAH member?

Good luck in your search. We look forward to seeing you in St. Louis this summer!

Sincerely,

NOAH's National Conference Committee



Time is your greatest ally when searching for funding sources. Many agencies and organizations have set disbursement schedules, or a series of steps that must be completed during the application process. Get started early so that you won't be scrambling to complete forms or trying to gather information at the last minute.

Don't be afraid to cast a broad net. It is rare that one group will be able to fulfill your entire funding request. It is possible you will have greater success by applying for a smaller amount (or specific item such as one night's lodging) to a number of groups.

First things first, Get organized!

Make a list of all your expenses, travel (don't forget to include transfers from the airport or train station to the hotel), lodging, meals, conference registration fees etc.

The 2012 NOAH conference will be held July 12-15, 2012 at  
Millennium Hotel St. Louis  
200 S. 4th Street  
St. Louis, MO 63102

Single-quad occupancy rooms are \$125 per night plus tax for a standard room or \$189 plus tax per night for a one bedroom suite.

#### 2012 NOAH National Conference Registration Fees

Member Early (Ages 5 & Up)	\$165.00
Non-member Early (Ages 5 & Up)	\$200.00
Member Regular (Ages 5 & Up)	\$220.00
Non-member Late (Ages 5 & Up)	\$275.00
Young Child Member Early (Ages 0-4)	\$85.00
Young Child Non-member Early (Ages 0-4)	\$125.00
Young Child Member Regular (Ages 0-4)	\$110.00
Young Child Non-member Regular (Ages 0-4)	\$175.00
Professional Early	\$300.00
Professional Regular	\$375.00

Conference registration will include a minimum of 2 sit-down lunches, one reception (light snacks) and one sit-down breakfast.

Once you total your expenses, determine exactly how much you will be able to contribute.

Now it is time to locate organizations to contact about the possibility of assistance with conference expenses. Here are some suggestions:

### **Local Community Service Groups**

Elks, Lions, Soroptimists, Masons, International Order of Odd Fellows, Knights of Columbus, Jaycees, YMCA, YWCA, Rotary, Kiwanis, area Woman's Clubs, Optimists, Altrusa, Telephone Pioneers, PTA, teachers' organizations, Grange, Farm Bureau, Farmer's Union, business associations, employee's associations, Chamber of Commerce, Medical Society, Dental Society, Business and Professional Women, church groups, synagogues Urban League, NAACP, college, university alumni groups, Senior citizen groups Boys and Girls Clubs.

### **Social Service Agencies**

Special Education Departments or the Department of Human Services, whoever administers money in the IDEA (Individuals with Disabilities Education Act) budget for a disabled individual or a parent. They will often provide stipends or scholarships to attend conferences.

Aside from the groups listed above, talk to the people you or your child interacts with on a daily basis, your employer, your Early Intervention provider, Teacher for the Visually Impaired, or a Vocational Rehabilitation Counselor. Ask them for potential funding sources.

If the target group has a set application process, you're set, if not, you may need to write an initial letter of inquiry. We've included a sample letter that you should customize and personalize to meet your needs.

## Here are some tips to keep in mind.

1. It may seem obvious, but presentation is everything. Make sure your letter is neat and free from grammar and spelling errors. Whenever possible, address your letter to a specific person.
2. Ask for financial assistance in providing travel, lodging and registration fees for (me and my daughter...) to attend the (name conference, location and date)
3. State why you need to attend this conference, itemize how much it will cost, and state how much you or other individuals or groups can contribute.
4. State your goals in attending, i.e. gain valuable information, to learn more about my genetic condition, to help my child with albinism and others in my community.
5. State length of conference and general subject areas to be covered.
6. State that you will collect conference and vendor material and will be glad to speak to (the group you are writing to) after the conference with a description of the conference and to share information about albinism. If you aren't comfortable speaking in front of a group, you could offer to create a written report, travel log or scrapbook. Also state that you want to share this information with others in your community.
7. Include your detailed budget and your contribution.
8. You may want to include information about albinism. NOAH has electronic copies of all of our information bulletins on line at <http://www.albinism.org/publications>. Printed versions of NOAH publications can be obtained by calling 800 473-2310

The next part of the process is probably the hardest, now that you've made your request, you must be patient yet persistent. Wait a week or two and then place a follow up call to the organization to confirm that they received your letter. Ask if they need any further information. You can also inquire about an appropriate time frame for a decision and or when to follow up again.

Good luck with your search!

January 1, 2012

Ms. Mary Smith  
1255 Oak Valley Drive  
Anytown, ME 02345

Mr. Jeremy Bell, President  
Anytown, Lions Club  
P.O. Box 1786  
Anytown, ME 02345

Dear Mr. Bell:

NOAH, the National Organization for Albinism and Hypopigmentation will be holding a national conference this July in St. Louis, MO. NOAH is a national non-profit organization run primarily by volunteers. NOAH's mission is to provide information and support for people with albinism and their families. I am writing to ask for the Lion's assistance in attending this conference.

Albinism is a genetic condition that causes a lack of pigment in the skin, hair and eyes or in just the eyes. It is a relatively rare condition affecting one in 20,000 in the United States. The effects of the condition are both physical and emotional. Information about albinism and best practices for treating and living with the condition is not readily available and because this condition is so rare, it is not often that I/we encounter others with common experiences.

NOAH conferences provide the only opportunity in the U.S. to connect with researchers and other professionals familiar with albinism, meet others with the condition, share experiences and learn about the latest medical updates and visual aids.

By attending this conference, I hope to learn:

- What are the latest visual aids, legislation and best practices that might allow me to earn a driver's license?
- What strategies can I employ to maximize my child's learning experience in the classroom?
- What extra steps do I/my child need to take to protect my skin from the harmful rays of the sun?

- What strategies can I employ to minimize the effect my low vision has in a work environment?
- How do others cope with the social and emotional issues that accompany living with albinism?

I also hope to build a network of others with similar experiences so as I face challenges in the future, I will have resources upon which to draw.

I/We hope to gather information, and materials to expand our knowledge so that we can become a resource for others with albinism in our community.

I anticipate our expenses to be:

Expense		Total cost for a family of 4
Airfare Roundtrip Portland to St. Louis	\$375	\$1,500.00
\$125 per night plus 15.736% tax	3 nights @ \$144.67	\$434.01
Meals for a family of 4	2 breakfasts (\$25 each), 2 Dinners (\$50 each)	\$150.00
Early Conference Registrations (4 early)	\$165 each	\$660.00
Total		\$2,744.01

I anticipate we will be able to contribute \$750 toward these expenses. Would the Lions Club be willing to contribute \$500 toward the cost of our airfare? We are approaching other organizations for additional funding.

I would be happy to make a presentation on albinism and our trip to the NOAH conference to The Lions Club upon our return.

I will follow up in a week. I look forward to your reply.

Thank you in advance for your assistance.

Sincerely,  
Mary Smith