



LegalWriting
institute

Need-based grants to attend the 2026 LWI Biennial Conference

The Legal Writing Institute (LWI) has adopted the following policy to provide financial assistance for LWI members who need support to attend the 2026 Biennial Conference from July 15-18, 2026, at University of Minnesota School of Law in Minneapolis, Minnesota. Information about the conference is available [here](#).

Please read the policy below to determine whether you are eligible. If you wish to apply, please complete the form [here](#). If you have any questions or need more information, please contact Carolyn Williams, Carolyn.williams.2@und.edu.

The deadline for applying April 3, 2026.

Policy on awarding conference grants

1. LWI will offer need-based grants to support LWI members who require financial assistance for attending the Biennial LWI Conference. No individual applicant may receive more than \$1,000 in support (excluding the cost of any registration fee waivers or discounts or the cost of any discounts on hotel rooms), and the amount of each award may be less than that. The amount of each award will depend on the number of applicants, LWI's budgeted amount for these awards, and the individual circumstances of each applicant, as discussed below. Awards may include direct reimbursement of expenses, discounted or free registration, and access to discounted hotel rooms.

2. To be eligible for a conference grant, an applicant must:

2.1. Be a member of LWI who has not previously received a needs-based grant to attend an LWI Biennial Conference for the previous two conferences;

2.2.1 Be currently teaching legal writing and state that they have requested and been denied funding (a) from their current school administration, or (b) by another school administration if transitioning from one school to another, or

2.2.2. Have previously taught legal writing at a law school and state either that (a) they are actively seeking employment teaching legal writing after not being rehired by their school or (b) the school has indicated an intention to keep their name on the list of those to be rehired once finances allow;

2.3 Not be a law student; and

2.4 Agree to comply with this policy.

3. The grant MAY cover long-distance transportation costs (which will usually be the lowest priced airfare available), the cost of staying at the conference hotel, and any amount due after a discount on the conference registration fee.¹

4. These expenses are NOT included in grant awards: travel to and from, and parking at your departure airport; meals that are not part of the conference registration; and any other expenses not specifically authorized in section 3 above.

5. The maximum award will be \$1,000 per individual (in addition to discounts on hotel rooms or any registration fee waivers or discounts). But partial grant awards (in amounts less than \$1,000) may be offered when LWI funding cannot fully support all need-based grant applicants. Awards are for reimbursement of expenses only, except as provided in section 6.

6. At the committee's discretion, the LWI Treasurer may work with individual recipients as needed to purchase airfare rather than have it reimbursed.

7. Procedure:

7.1. Applications must be submitted by April 3, 2026. Applicants must submit their applications via [this form](#).

7.2. The Grants Committee first will determine the eligibility of all applicants using the criteria set forth above in Section 2. The Grants Committee will notify applicants of any awards at least one week before Early Bird Registration for the Conference ends.

7.3. LWI is disinclined to award more than one LWI member at any individual school a need-based grant to the Conference. If more than one person from the

¹ All meals provided to registrants during the conference are included in the waiver of the fee.

same school applies for a grant and is eligible, depending on the needs of all applicants and the considerations in section 7.4, the Committee reserves the right to determine by lottery which of the applicants from the same school will be eligible to receive a grant.

7.4. If the grant applications exceed the available grant funding, the Committee will consider how to allocate the available funding based on the following considerations:

- Preference will be given to full-time professors over part-time professors or those not currently teaching legal writing.
- Preference will be given to provide partial support for more grant applicants rather than full funding for a smaller number of applicants.
- The Committee may also consider other factors, including seniority (with a preference for supporting newer faculty), transitions (with a preference for supporting faculty changing schools), status (with a preference for supporting faculty with less security of position), and role in the conference (with a preference for supporting approved speakers or conference volunteers). This list is not exhaustive; the Committee may also consider any other relevant circumstances included in the grant applications.

7.5 When the Committee contacts successful applicants to inform them about their grant award, it will inquire about any changes that might affect eligibility and confirm that each applicant remains eligible for a grant.

7.6 If the Committee intends to award an applicant a discounted or free registration fee, it must immediately notify the Conference Committee Co-Chair responsible for the registration platform. The Conference Committee Co-Chair will give the Committee instructions on how applicants should register for the conference to utilize the discount or fee waiver. The Committee should try to secure this information before notifying applicants of the fee waiver or discount so it can include the instructions in the award notification. At the very least, the Committee should provide this information to the applicant before the early bird registration ends.

7.7 Once notified of an award of a discounted or waived registration fee, recipients must register before the early bird registration ends or they may forfeit the discount or registration fee.

7.8 Before awarding a free or discounted hotel room at the conference hotel, the Committee must discuss the number of discounts or free rooms available for award with the Conference Committee Co-Chair responsible for the room block. Once the Committee awards an applicant a discounted or free hotel room, it must immediately notify the Conference Committee Co-Chair responsible for the hotel block. The Conference Committee Co-Chair will give the Committee any instructions on how applicants should reserve a room using the discount or waiver.

8. Grant recipients must supply the Treasurer with an accounting of their travel and lodging expenses within thirty calendar days after the end of the conference. A recipient must supply all receipts that the Treasurer may require. The Treasurer shall then write a check to the grant recipient in the amount of the actual expenses (less any airfare previously paid), or \$1000 (less any airfare previously paid), whichever is lower. If the recipient cancels the ticket or does not use the ticket, and the airfare is not automatically refunded to LWI's credit card used for the purchase, recipients must reimburse LWI any airfare paid in advance by LWI within thirty calendar days of the ending date of the conference.