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**Need-based grants to attend the 2022 Conference of the Legal Writing Institute**

Based on the policy below, the Legal Writing Institute (LWI) will award need-based grants of up to $1,000 each to LWI members to assist in paying the costs of attending the 20th Biennial Conference from July 20-23, 2022, at Georgetown University Law Center in Washington, D.C. Information about the conference is available at <https://www.lwionline.org/conferences/2020-lwi-biennial-conference>.

LWI’s policies for awarding the conference grants are set forth below. Please read them to determine whether you are eligible. If you wish to apply, please complete the form [here](https://forms.gle/G8JWYUhPSGysRpic8). If you have any questions or need more information, please contact Mary Bowman at [Mary.N.Bowman@asu.edu](mailto:Mary.N.Bowman@asu.edu) or Shakira Pleasant at [spleasan@uic.edu](mailto:spleasan@uic.edu).

**The deadline for applying is Friday, April 15, 2022.**

**Policy on awarding conference grants**

1. LWI will offer need-based grants of up to $1,000 each to LWI members to assist the members in attending the Biennial LWI Conference.

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

2.1. Be a member of LWI;

2.2.1 Be currently teaching legal writing and state both that they have requested funding for reasonable expenses from their school administration and that the administration denied the funding, 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. No more than one LWI member at any individual school may receive a need-based grant to the Conference. Members who have received grants from LWI to attend prior Biennial Conferences shall not be eligible to apply. Grants are not available to law students.

4. The grant may cover long-distance transportation costs (which will usually be the lowest price airfare available) and the cost of staying at the conference hotel. The conference registration fee will be waived for all grant recipients. (All meals provided to registrants during the conference are included in the waiver of the fee.)

5. The maximum award will be $1,000 per individual (in addition to the waiver of the registration fee). Travel to and from, and parking at, your departure airport, meals not included in the conference registration, and miscellaneous expenses are not included in grant awards.

6. The Treasurer of LWI may advance up to $500 to each grant recipient prior to the conference.

7. Procedure:

7.1. Applications must be submitted by April 15, 2022. Applicants must submit their applications via [this form](https://forms.gle/G8JWYUhPSGysRpic8).

7.2. The Grants Committee first will determine the eligibility of all applicants using the criteria set forth above in Sections 2 and 3.

7.3. If more than one person applies for a grant from any school, the Committee will determine by blind lottery which of the applicants from that school will be eligible for a grant.

7.4. Priority will be given to full-time professors (or those seeking full-time employment). Any unused grant funds will become available for part-time professors.

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.

8. Grant recipients must supply the Treasurer with an accounting of their travel and lodging expenses by a date (post-conference) set by the Treasurer. 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 advance previously paid), or $1000 (less any advance previously paid), whichever is lower. Recipients must return any advanced money not spent on permissible expenditures within one month of the ending date of the conference.