INTRODUCTION
The North Florida Procurement Association Chapter of the National Institute of Governmental Purchasing, Inc. (hereafter known as NFPA) values the contributions, efforts and professionalism of its members. With challenges that public agencies face with constrained budgets, the NFPA recognizes that it has become increasingly difficult for public agencies to provide full funding for professional development and continuing education.

PURPOSE
The purpose of the Scholarship Program (hereafter known as Program) is to assist the NFPA membership in their efforts to furthering or achieving individual professional development education through purchasing or college related education. Professional development is vital to the membership’s ability to provide ethical and professional stewardship to their agency and co-workers alike.

INTENT
The Program shall provide scholarship funds to members who have a strong commitment to their field of professionalism and a desire to further their knowledge base and expertise in public procurement through continuing education, but have limited or non-existent education budgets.

Scholarships(s) must be used for professional development such as the following:

- Attendance at NFPA sponsored seminars or conferences
- National Institute of Governmental Purchasing, Inc. (NIGP) training classes
- Florida Association of Public Procurement Officials, Inc. (FAPPO) approved training classes
- Attendance at other training that is reviewed and recommended to the NFPA Board by the Scholarship Committee (hereafter known as the Committee) and approved by the NFPA Board
- Approved College Degree Classes (must obtain a grade of “C” or higher)

ADMINISTRATION
The Program will be administered by the Committee. The Committee will be established on an annual basis, with the Chapter Treasurer/Secretary serving as the Scholarship Program Chairperson (hereafter known as the Program Chair). The Program Chair will have the responsibility to oversee a Committee of not less than three (3) NFPA members appointed by the President of the NFPA. The Committee will review the Program annually and submit any recommended changes to the NFPA Board of Directors (hereafter known as the Board) for review and approval before the end of each calendar year.

Members of the Committee may sign scholarship applications as supervisors/managers, but will disqualify themselves from discussion or voting on the applications of individuals who they recognize to be their subordinates or co-workers.

The approval of scholarship applications/recipient must be by a majority decision of the voting Committee.
Upon selection of the scholarship recipients, the Program Chair will notify the NFPA President of the results and the names of the recipients. The Program Chair will prepare notification letters and mail them to the recipients, as well as, prepare and mail letters to the non-recipients. Notice of the awarded scholarship recipients will be provided to the NFPA’s Website representative and Public Relations/Marketing Chairperson.

**FUNDING**

The total annual appropriation by NFPA shall be determined by the Board of Directors during the budget appropriation process. The funding amount for the Program will be divided per quarter. If funds are not fully used in a quarter, those funds will roll into the next quarter. Application deadlines for each quarter will be posted on the NFPA Website. Payment amounts will be dependent upon the availability of funds. The actual number of scholarships awarded will be based on budgeted funds and the amount of the awarded scholarships. The amount per scholarship will be determined by the Committee based upon factors to include, but not limited to, number of applications; amount of points received by applicant for NFPA participation; training opportunities offered; the amount of financial assistance the applicant’s entity will provide; type of assistance requested, ie, registration fees and/or lodging.

NFPA members may apply for multiple scholarships in a calendar year; however, there is a $500 total not to exceed amount per member per year for scholarship funding. Scholarship recipients cannot transfer their scholarship to another person. Unused funds will be put back into the scholarship fund budget.

**QUALIFICATIONS**

1. Applicant must be a member of NFPA in good standing for at least one (1) year prior, and in the current year, to receive a scholarship award.
2. Applicant must submit completed application, including all required documentation, by the established deadlines.
3. Applicant must have a minimum of six (6) NFPA points. NFPA points will be accumulated from January 1 of previous year that application is submitted. The points are awarded as follows:

<table>
<thead>
<tr>
<th>Activity/Participation</th>
<th>Points Awarded</th>
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<tbody>
<tr>
<td>NFPA Regular Quarterly Meeting</td>
<td>1</td>
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<tr>
<td>NFPA Training Meetings</td>
<td>2</td>
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<tr>
<td>NFPA Board Member</td>
<td>2</td>
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<tr>
<td>NFPA Committee Chair</td>
<td>2</td>
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<tr>
<td>NFPA Committee Member</td>
<td>1</td>
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<tr>
<td>Full Day Participation at NFPA Procurement Expo</td>
<td>3</td>
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**APPLICATION PROCESS**

Applicants must submit separate applications for multiple training, events, or college classes. All applications must include the following:

1. **Professional Procurement Goals** – Applicant shall submit information that lists their goals in the procurement profession and how they view their membership in the Chapter will help them to obtain their goals.

2. **Training** – Applicant shall state how the training they are applying for will help them to obtain their professional development and goals.
3. **Contributions to the Chapter** – Applicant shall provide information that shows contributions the individual has made to the NFPA. Examples of these contributions can be, but are not limited to:
   - Serving on the Chapter Board
   - Serving as an officer (President, Vice-President, Secretary/Treasurer)
   - Serving as a committee chair or committee member
   - Writing and sharing training materials or articles
   - Development of websites
   - Serving as a speaker at an NFPA function

Applicants are required to submit a complete application package. Failure to submit a complete application package shall disqualify the applicant for this submission. With the exception of college classes, applicants must complete and submit application to the Program Chair at least thirty (30) days in advance of the scheduled event. If applicant is unable to attend the training, applicant must notify the Program Chair as soon as possible to allow for cancellation or reassignment of training.

Applicants requesting scholarships for college classes will submit the application and proof of a grade of “C” or better upon completion of the class. The Scholarship Application may be submitted to the Committee prior to completion of the course; however, the Committee will not be able to commit to a level funding until the class has been completed and a grade of “C” or better has been obtained.

All applications must be signed by the applicant’s immediate supervisor.

The applicant may provide additional supporting documentation that the applicant believes would assist the Committee in their evaluation of the complete application package. All application materials become the property of the NFPA and will be held confidential. Applications will be held in accordance with retention requirements for IRS Section 501©3 Corporations.

**SCHOLARSHIP SELECTION CRITERIA**

The Committee will review all scholarship requests and award a scholarship based on the following criteria:

1. **Financial Need Statement** – The request shall provide a statement of the need for financial assistance. All applicants must provide this information. The statement should state that the requestor’s employer, due to lack of funding, is unable to pay for the event, training, or college course. If partial funding can be provided by the employer, the statement should indicate what amount is needed that cannot be funded. The application requires a signature from the applicant’s immediate supervisor regarding the employer’s funding limitations. Scholarship funds will only be used for expenses that are not covered by the employer or other granting sources. Applicant must have applied for reimbursement through their employer before submitting for a NFPA scholarship.

2. **Points received for participation in the NFPA.** Applicant will receive points as indicated in the Qualifications section above.

Race, creed, color, national origin, gender, or age will not be considered in awarding scholarships.
GUIDELINES FOR REVIEWING APPLICATIONS:
Applications for scholarships shall be submitted to the Program Chair. The Program Chair shall review all applications received and ensure they are complete. To ensure the greatest degree of fairness, the Program Chair will black out (redact) applicant names, agency names, and any other potentially discriminating information before sharing applications with Committee members.

The Program Chair will work with the Committee to determine if any potential conflict of interest exits among Committee members. No Committee member will rule on an application for which a conflict of interest is uncovered. The Committee, based on the criteria stated in the “Scholarship Selection Criteria,” will evaluate applications.

The Program Chair will arrange for the Committee to review and evaluate applications received. All applicants shall be notified in writing of the Committee’s decisions. Scholarships shall be awarded as soon as practicable after approval and will identify the scholarship type and amount.

PAYMENT PROCESS
Scholarship payments may be paid for the following: registration fees for approved training/event, lodging expenses related to approved training/event, and approved college courses with a passing grade of “C” or better. The applicant shall designate which form of payment they are applying for on the application. The amount of the payment will not exceed the limits approved by the Committee. All payments will be made by the North Florida Regional Council (NEFRC), per the Letter of Understanding between NEFRC and the NFPA, using NFPA funds.

1. **Registration Fees** shall be held in NFPA funds and may be paid directly to the organization providing the training or event. Applicant may request reimbursement of registration fees after the training/event by submitting the NFPA Payment Request form with the registration receipt to the Program Chair. The Program Chair will forward all documents to the NEFRC related to Registration Fees, along with the approved Scholarship Application, for payment/reimbursement to organization or applicant.

2. **Books and/or Tuition** for college courses approved by the Committee will be paid as a reimbursement to the applicant. Reimbursement will only be paid to the applicant who receives a passing grade of “C” or better from the College Degree program that the applicant is attending. Applicant shall submit all documentation, including the NFPA Payment Request form to the Program Chair. The Program Chair will forward the approved Scholarship Application, proof of passing grade, receipts, and NFPA Payment Request form to the NEFRC for reimbursement to the applicant.

3. **Lodging Expense** for approved training/event will be paid as a reimbursement to the applicant after the training/event. Applicant shall submit the NFPA Payment Request form with the lodging receipt to the Program Chair. The Program Chair will forward all documents including the NFPA Payment Request form, lodging receipt, and approved Scholarship Application to the NEFRC for reimbursement to the applicant. The Committee may refer to the U.S. General Services Administration Website [http://www.gsa.gov/portal/category/21287](http://www.gsa.gov/portal/category/21287) in determining reasonable lodging expense reimbursement.
APPEALS
Written appeals must be submitted to the Program Chair within fourteen (14) calendar days of the Committee’s written letter of decision notification. The Program Chair or designated Committee member will present all appeals to the NFPA Board of Directors for a final decision. Decisions by the NFPA Board of Directors are final with no other recourse.

SCHOLARSHIP APPLICATION
Download the scholarship application here