

### **Criteria for Application and Awarding FACAA Educational Foundation funds for scholarship:**

1. Each applicant must have contributed at least \$100.00 to the FACAA Education Foundation by January 1 of the year of application.
2. Applicants must be a member in good standing of FACAA for at least the immediate two years prior to the application for scholarship funds and current years dues must have been paid by the date required for awards applications.
3. Scholarship application can be made for any Professional Improvement activity including tours, seminars, conferences, sabbaticals, annual professional improvement meetings, advanced study degree hours or programs, International activities, In-Service Education, JCEP, PILD, or others as deemed appropriate by the Educational Foundation Committee of FACAA.
4. Scholarship funds will be awarded based on need, merit of the application and scholarship funds available, but will not exceed \$500.00 to an individual applicant in one fiscal year and will not exceed \$5000.00 to an individual in their Extension career.
5. Scholarship funds may be awarded to agent groups, but each individual must meet membership and donation requirements and total amount will not exceed individual award amounts outlined above for the number in the group applying. (Ex. Number in group = 5, total award not to exceed \$2500.00)
6. Scholarship funds will not be paid until they are actually required for payment of expenses incurred or to be incurred for the intended activity for which scholarship was awarded.
7. Fiscal year for awarding scholarship funds will be the same as FACAA fiscal year from the beginning of October of each year to the end of September the following year based on the FACAA Annual meeting being held in September of each year.
8. The Educational Foundation Committee will meet in April to consider scholarship applications. Applications must be received by April 1st. Applicants awarded scholarships will be announced by FACAA Foundation Committee Chair at the midyear meeting in April.
9. Upon completion of the intended professional improvement activity for which scholarship funds have been awarded, the scholarship recipient must make a brief report to the FACAA Education Foundation which will be presented at the midyear meeting. The report should include documentation of expenses incurred to insure funds were spent for their intended use. Any misuse of Education Foundation funds will require repayment of funds to the FACAA Education Foundation.

Updated 12/08