



SCHOLARSHIP INFORMATION & INSTRUCTIONS

GENERAL INFORMATION

The scholarship fund was established by the Texas Chapter of the American Public Works Association (TPWA) and was created to provide scholarships for higher education and for professional development. It is the goal of the Chapter to award at least one \$1,000 higher education scholarship. In addition, it is the goal of the Chapter to award at least one \$1,000 professional development scholarship. Scholarship awards are contingent upon funding availability.

ELIGIBILITY

To apply for a higher education scholarship from the Chapter, you must:

1. Be an active member*of TPWA.

OR

Have a letter of recommendation from an active member of TPWA.

AND

2. Be enrolled as a full-time student (12+hours) in an undergraduate or higher degree program.

OR

Be an active member enrolled as a part-time student (3+hours) in an undergraduate or higher degree program.

OR

Be a high school student in your senior year.

AND

3. Have not received a TPWA scholarship within the past 12 months.

* An active member of TPWA is defined as a member with 12 or more months of membership prior to the date of scholarship application, attends a minimum of 4 activities per year and serves on a committee at the Branch, State or national level.

SELECTION FOR HIGHER EDUCATION SCHOLARSHIP

A specific course of study is required to apply. Eligible degree areas for application include: Civil Engineering, Public Administration, Chemistry, Microbiology, Business Management, Business Finance, and other public service or public sector career fields as determined by the Chapter's Executive Board.

Applicants must complete the application form, accompanied by a letter of interest of no more than 2 pages that addresses the following topics:

1. Why the funding is desired
2. Course of study, career field you are working toward
3. How your education relates to public works
4. Community involvement / service

Forms are available on the internet at www.TPWA.org. Applicants will be selected on the basis of academic achievement, course of study, career goals, community service, financial need, and an interview session (if determined necessary). The weighting of selection criteria follows.

- | | |
|-----|---------------------------------|
| 10% | Completeness of the application |
| 30% | Public works career field |
| 20% | Academic achievement |
| 15% | Community service |
| 25% | Financial need |

SELECTION FOR PROFESSIONAL DEVELOPMENT SCHOLARSHIP

Professional development scholarships will be available for active members or their co-workers to attend a training course that is directly related to their current job or areas of responsibility. An active member is someone who carries an active membership, attends a minimum of 4 APWA meetings per year and serves on a committee at the Branch or Chapter or National level. The maximum amount of scholarship is \$1,000. At least half of the scholarship amount shall go towards tuition / registration and the rest may be used to pay for travel / accommodations.

Applicants must complete the professional development scholarship application form, accompanied by a letter of interest of no more than 2 pages that addresses the following topics:

1. Why the funding is desired
2. How the professional training course will help in your current position / career
3. Current involvement with APWA
4. Community and professional involvement

Applicant must also send a letter of recommendation for attending the desired professional development activity by the applicant's direct supervisor.

Forms are available on the internet at www.TPWA.org. Applicants will be selected on the basis of course of study, career goals, community service, and level of involvement with APWA.

ADMINISTRATION

Applications for the higher education scholarship must be postmarked on or before May 31st to allow time for review and presentation of the award prior to the fall college semester. The scholarship committee will present the scholarship recipient the award in August after verification has been confirmed. The scholarship will be paid in one installment. Payment will be contingent upon the recipient providing proof of registration. Satisfactory completion shall be further defined as receiving, at a minimum, a passing grade in each course completed. Students falling below these minimum requirements will not receive future scholarships.

Applications for the professional development scholarship may be submitted at any time to TPWA. All applications will be reviewed on a case-by-case basis by the scholarship committee. The committee will make recommendations to the Texas Chapter Board of Directors who, in turn, will approve and award the scholarships.

All recipients are to submit a proof of attendance or completion of training to TPWA. The Texas Chapter reserves the right to request a refund from recipient if he or she fails to attend.

To request additional information or return a completed application contact:

Texas Chapter of the American Public Works Association
ATTN: Scholarship Committee
P.O. Box 1834
Grapevine, Texas 76099

Phone: (817) 410-4065

Fax: (817) 421-0126