

# FLORIDA ASSOCIATION OF PUBLIC PURCHASING OFFICERS, INC.

## SCHOLARSHIP PROGRAM

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### **Introduction:**

The Florida Association of Public Purchasing Officers, Inc., (FAPPO) values the contributions, efforts, and professionalism of its members. With the challenges that public agencies face with constrained budgets, FAPPO recognizes that it has become increasingly difficult for public agencies to provide funding for professional development and continuing education for its workforce.

### **Purpose:**

The purpose of the Scholarship Program is to assist the FAPPO membership in their efforts to achieve individual professional development. Professional development is vital to the membership's ability to improve their effectiveness and efficiency and contributes to the membership's ability to provide ethical stewardship of their respective agency's taxpayer dollars.

### **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.

The total annual appropriation by FAPPO shall be determined by the Board of Directors during the budget appropriation process. Once appropriation has been approved, qualifying members will be awarded scholarships up to \$250.00 on a "first-come, first-served" basis until appropriated funds are exhausted or the fiscal year has ended, whichever occurs first. Members will be granted only one (1) scholarship per fiscal year; the agency will be granted no more than two (2) scholarships per fiscal year.

Scholarships may be requested for any FAPPO sponsored event, the FAPPO Annual Conference, any FAPPO sponsored NIGP seminars, and any other FAPPO sponsored educational seminars.

A maximum award of \$250.00 will be granted for the Annual Conference for registration or hotel accommodations. An award of fifty (50) percent of the total class registration cost, up to a maximum of \$250.00 will be granted for any FAPPO sponsored NIGP seminar or other FAPPO sponsored educational seminar.

Note: Race, creed, color, national origin, gender, age, or the employment status of the applicant (other than within public purchasing) will not be considered in awarding scholarships).

**Application Process:**

Scholarship applications shall be submitted to the Scholarship Program Coordinator no less than forty-five (45) days in advance of the scheduled event if the member elects to have payment made in advance of the event. Applications shall be submitted no less than thirty (30) days in advance of the scheduled event if the member elects to be reimbursed for the event. The Scholarship Program Coordinator shall review the application and ensure that all required documentation is attached.

Applicants will be notified by the Professional Development Chair upon award of the scholarship.

**Selection Criteria:**

The Scholarship Program Coordinator and Professional Development Chair shall review all scholarship requests and approve disbursement based on the applicant's submittal.

**Payment Process:**

Scholarship disbursement may be made in advance of the event or after the event. The member shall submit their application in accordance with the provisions noted in Application Process. If payment is made in advance, the check will be issued to the providing party, i.e., FAPPO, NIGP, etc.

Should the request be for reimbursement, the member will be required to provide proof of payment prior to scholarship funds being disbursed. If reimbursement is requested, payment shall be made to the governmental agency or FAPPO member, whichever was responsible for payment of the event.

**Submittal Requirements:**

Submittal requirements are noted on the Scholarship Application. Package must include the following:

- A written statement from the Chief Purchasing Official or Human Resources Director stating whether the agency will reimburse the costs associated with the event
- Attach a description of the event which includes the cost
- Is the applicant a member in good standing with FAPPO? (This will be verified by the Scholarship Program Coordinator with the Executive Director)
- Does the event qualify for certification or re-certification points?