Introduction:

Mrs. Norma M. Showley was one of FAPPO’s most cherished and supportive members. She was a long-time member of FAPPO and twice served as its president. She passed away on July 3, 2003. In 2007, the Board approved the creation of the Norma Showley Scholarship Fund. In February 2019, the Board voted to combine the Scholarship Program and the Norma M. Showley Scholarship Fund into one program, named the “Norma Showley Scholarship Program”.

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

Purpose and Intent:

The purpose of the Norma Showley 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.

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 and certification but have limited or non-existent education budgets.

Type of Scholarships Available:

Scholarships may be utilized for the following events:

- FAPPO sponsored NIGP specific course Registration Fees
- Other FAPPO sponsored course Registration Fees
- FAPPO Fall Workshop Registration Fees
- Certification Application, Examination and recertification Fees
  - Members will be reimbursed at the current UPPCC/ISM/Certifying Board fees for members and non-members
  - Fees will only be reimbursed after providing proof of passing/certified status.
  - FAPPO will not reimburse for retired, late application filing, re-exam, cancellation/re-
scheduling fees, administrative, no-show, lapsed, replacement certificate fees.

The total annual appropriation for scholarships shall be determined by the Board during the budget appropriation process. Once appropriation has been approved, qualifying members will be awarded scholarships on a “first-come, first-served” basis until appropriated funds are exhausted or the fiscal year has ended, whichever occurs first. Members may be granted up to $1,000 per fiscal year; the agency may be granted up to $2,000 per fiscal year.

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

**Application Process:**

- Applications for scholarships for FAPPO sponsored courses or the Fall Workshop shall be submitted to the Scholarship Program Coordinator no less than ten (10) working days in advance of the scheduled event.
- Applications for Certification Application, Examination and Recertification Fees shall be submitted to the Scholarship Program Coordinator no later than thirty (30) working days after notification of passing/certified status.
- The Scholarship Program Coordinator shall review the application and ensure that all required documentation is attached. Applicants will be notified by the Scholarship Chairperson upon award of the scholarship.

**Payment Process:**

Scholarship disbursement will be made after the event. The member shall submit their application in accordance with the provisions noted on each Scholarship Application.

The member is required to provide proof of payment and successful completion/attendance prior to scholarship funds being disbursed. The reimbursement 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 (letter or e-mail) from the Chief Procurement Official or Human Resources Director stating that the agency does not have adequate budget to pay for the event and/or the agency will not reimburse the member for costs associated with the event.
- Complete description and cost of event the applicant is applying for.
- Evidence of minimum 1 year of FAPPO membership
- Does the event qualify for certification or re-certification points?