

GA Chapter NIGP 2013 Scholarship Application



GEORGIA CHAPTER NIGP (GANIGP) 2013 SCHOLARSHIP APPLICATION

DEADLINE: 5:00 P.M. EST, Friday, November 15, 2013

Late applications will not be considered

Candidates for the 2013 Georgia Chapter NIGP (GANIGP) Scholarship are selected from applications submitted by Georgia Chapter NIGP members in good standing. A member in good standing includes having submitted all expense forms and associated receipts or documentation related to past grant awards, scholarships and chapter awards. In addition, the nominee must have attended at least two chapter business meetings held between December 1, 2012 and October 31, 2013. This will be verified. Committee meeting attendance or Expo attendance does not fulfill this requirement. The applicant must be actively employed full time by a Georgia-based governmental entity. An applicant may submit an application for the 2013 GANIGP Buyer of the Year or 2013 GANIGP Manager of the Year or be nominated for the 2013 Outstanding Service Award but will not receive an award AND a scholarship in 2013.

Personnel involved in one or more facets of the procurement cycle are eligible to apply; purchasing managers, buyers, managers of contracts, warehouse personnel including storekeepers, stocking personnel, property accountability personnel, contract oversight personnel such as engineers, MBE/WBE outreach personnel, anyone providing purchasing training or auditing or purchasing activities, or other purchasing-related services, etc. Applicant must have performed the activity themselves or have a primary responsibility for performing or managing the activity. The supporting documentation shall reflect activity of the previous two (2) years in public procurement for the period of December 1, 2011 to November 1, 2013. Candidates must have attended a minimum of two (2) GA Chapter NIGP chapter business meetings between December 2012 – October 2013. Applications shall be required to be submitted to the GANIGP Awards Chair on or before the deadline of 5:00 P.M., eastern standard time, **Friday, November 15, 2013**. Applications must be submitted by email to awardsandgrants@ganigp.org. Do not send hard-copies of the application.

The Scholarship award is intended to assist GA Chapter NIGP members in covering expenses or partial expenses for professional development or other activities involved in service to NIGP or GA Chapter NIGP that their governmental entity will not cover. Examples include, but are not limited to; attending NIGP Educational classes, attending the annual NIGP Forum, assistance with payment of NIGP membership dues, costs to attend national NIGP committee meetings, assistance with UPPCC

GA Chapter NIGP 2013 Scholarship Application

certification or recertification costs, attending GANIGP conferences or any activity that the applicant feels supports his/her professional development. The application may include a request for a scholarship to cover expenses for more than one of the above. If so, please prioritize how the money will be used. The submitted essay must include a detailed explanation of what the scholarship will cover as well as the exact amount or not to exceed amount of funds requested. The full amount of the request may or may not be approved. Receipts and/or documentation of attendance will be required within thirty (30) calendar days of the final day of the event or activity.

One or more scholarships may be awarded, depending on the budget amount set for scholarships. The budget amount set for scholarships is determined by a percentage of the proceeds received from the 2013 GANIGP Products Expo.

The essay must contain no less than 300 words and no more than 500 words. Word count is for the BODY of the essay and does not include salutations or signatures. If the essay does not conform to the word count requirement, it will not be considered.

The committee has the right not to award any scholarships in 2013. In addition, the committee has the right to award partial scholarships. The committee has the right to have a page limit to the application. In 2013 this page limit is 25 pages, not including the application form itself. The committee has the right to establish a maximum amount to be awarded for every scholarship.

When evaluating information submitted, the committee has the right to award partial points. The committee has the right to determine a minimum number of points that must be attained to be considered for a scholarship. For the 2013 GANIGP Scholarship, this minimum is forty (40) points.

All information and material submitted with the application must be clear and easily read, verifiable, and with sufficient “proof” to sustain the applicant’s statement of participation. The applicant is expected to provide an explanation of tasks performed on committee or volunteer assignments and obtain confirmation from the committee chair, if applicable. The applicant is expected to provide evidence of attendance and completion of courses taken. If it is not possible to provide evidence of attendance or participation, submit what information is available. The committee is not responsible for verifying or validating any information with the exception of chapter business meetings.

Scoring by the committee is **confidential and final**. The committee has the right to disqualify an application if it is deemed and verified that information provided has been falsified. The committee will not score information provided that is outside of the time limit indicated or that fails to follow the format. Remember when the GANIGP awards a scholarship, it is to be used as indicated on the application. If this includes attendance at a conference, workshop, Expo or Forum, GANIGP expects the recipient to attend the sessions and to display professional conduct and decorum during the entire session.

Submit applications in electronic format by the deadline posted (5:00 P.M, EST, Friday, November 15, 2013) to: Nancy Harrison, Awards, Scholarships and Grants Committee Chair, nancy.harrison@fultoncountyga.gov. Late entries will not be read or evaluated. If the applicant submits an application and then decides to revise it, a second complete application must be submitted—before

GA Chapter NIGP 2013 Scholarship Application

the deadline—as information will not be considered if provided on more than one application. A confirmation of receipt of the application will be sent within 48 hours.

Name of Applicant: _____

Governmental Entity and Title: _____

Address: _____ **email:** _____

Phone Number(s): _____

For each activity that was engaged in during the past two years between December 1, 2011 to November 1, 2013, add a check mark in the space provided indicating that supporting documentation for the activity is included. The correct section and paragraph number on your supporting documentation/ verification must be identified. Do not enter points, the Committee will evaluate each entry and determine the appropriate points for each section. Partial points may be awarded. Information provided that can be attributed to more than one category will only be counted once.

Your application must follow the listed format:

- 1) Application form
- 2) Supporting documentation (25 page limit excluding application form) clearly indicating the applicable section and paragraph number

I. CONTRIBUTIONS TO GEORGIA CHAPTER NIGP (GANIGP) – Maximum 40 points. Acceptable documentation includes meeting minutes, newsletters, copies of certificates, training opportunity announcements, copies of surveys, copies of articles, copies of web pages, evidence of having organized or chaired a special event such as a regional conference or vendor show.

- A. Serving as an Officer of GANIGP (4 pts per year, max 8 pts) during the time period indicated
- B. Serving as a GANIGP Committee Chairperson (3 pts per year, max 6 pts). Serving as the Chair of an Expo sub-committee does not qualify in this category
- C. Serving as a GANIGP Committee member (1 pt per year per committee, max 3 pts per year, max 6 pts in this category). Served as a Committee member of GANIGP. Provide evidence of work done on the committee with confirmation by the Committee Chair. Service on more than one committee will be considered
- D. Serving as an Instructor for a GANIGP training session (3 pts per session, max 6 pts) during the time period indicated. Provide information about the presentation (agenda/material presented.)
- E. Publishing articles on purchasing or purchasing-related topics in GANIGP BuyWords (1 pt per article, max 4 pts) during the time period indicated
- F. Serving as a GANIGP special assignment volunteer, vendor show or expo coordinator or conference coordinator for a non-GANIGP conference event—outside of any regular committee assignments (3 pts per year, max 6 pts)
- G. Serving as a committee member of the GANIGP Expo Committee. Provide evidence of work done and confirmation. (1 pt per year, max 2 pts)
- H. Serving as the Chair of a sub-committee with the GANIGP Expo Committee. Provide evidence of work done and confirmation (2 pts per year, max 4 pts)

GA Chapter NIGP 2013 Scholarship Application

- I. Developing a special survey, study, or report for GANIGP (1 pt per study, report or survey max 2 pts) during the time period indicated. This must be outside of any tasks related to committee assignments.
- J. Other GANIGP volunteer related activity, specify, explain (1 pt total max) and provide confirmation or verification. This must be outside of any committee assignments.

II. CONTRIBUTIONS TO NIGP – Maximum 25 points. Applicants are advised to submit any information that documents their contributions made to NIGP. Acceptable documentation includes; copies of annual forum agendas, an itemized list from their NIGP member profile, committee membership lists, letters from participating organizations, or class schedules.

- A. Serving on an NIGP Strategic Committee (5 pts) Provide information regarding committee responsibilities, meetings attended, etc—beyond simply being appointed. Provide confirmation
- B. Serving on a NIGP Task Force (3 pts) Provide information regarding task force assignments—beyond simply being appointed. Provide confirmation.
- C. Serving as a workshop presenter at the NIGP Annual Forum (2 pts) Provide information regarding presentation made, including where and when
- D. Serving as NIGP Forum networking session facilitator (2 pts). Provide information regarding session facilitated, including where and when—and confirmation
- E. Serving as NIGP instructor (2 pts) during the time period indicated. Provide information regarding courses taught—when and where
- F. CPPO or CPPB designation (3 pts for each, max 6 pts). Provide documentation.
- G. Serving as an NIGP Consultant or QCT at the Forum (1 pt) . Provide information regarding consultant role and confirmation or QCT assignment
- H. Other professional purchasing certifications. Specify. (2 pts) Provide documentation
- I. Attendance at the NIGP National Forum (1 pt per year, max 2 pts). Provide evidence of attendance, not just of registration at Forum or hotel.

III. ESSAY – Maximum 35 points. 300-500 word essay describing what the scholarship is to be used for, how you or GANIGP will benefit from your participation, and the exact amount or not to exceed amount you are requesting. Essays must meet the word requirement and will not be considered if less than 300 words or more than 500 words. Word count does not include signature or salutation section.

The entire application must be electronically submitted to Nancy Harrison, Awards, Scholarships and Grants Committee Chair, awardsandgrants@ganigp.org by 5:00 P.M., EST, Friday, November 15, 2013.

Name: _____ Signature: _____ Date: _____

Please sign and date the application!