



Pennsylvania Urban & Community Forestry Council SCHOLARSHIP DESCRIPTION AND REQUIREMENTS

MISSION STATEMENT: Pennsylvania Urban & Community Forestry Council is a nonprofit organization designed to improve our community forests and green spaces. The Council guides a statewide program that provides technical and financial assistance for communities and volunteer groups.

PURPOSE: Education is a very important part of the Council's mission, and a small scholarship fund has therefore been created to allow Pennsylvania practitioners, interested individuals, educators, etc., to attend in- or out-of-state workshops, conferences or classes that will expand their knowledge about urban and community forestry or tree-related issues in the urban environment.

PROGRAM DESCRIPTION: The Council's Scholarship Program will award scholarships four times a calendar year. The schedule is as follows:

- **1st Quarter (for programs in January, February, and March):**
 - Deadline is **January 1st** for completed applications.
 - \$1000 will be available
 - **2nd Quarter (for programs in April, May, and June):**
 - Deadline is **April 1st** for completed applications.
 - \$500 will be available
 - **3rd Quarter (for programs in July, August, and September):**
 - Deadline is **July 1st** for completed applications.
 - Only funds not awarded in previous quarters will be available, therefore scholarship amounts may be limited or unavailable.
 - **4th Quarter (for programs in October, November, and December):**
 - Deadline is **October 1st** for completed applications.
 - \$500 will be available
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- Application for scholarship must be made prior to the event
 - This is a reimbursement scholarship program – If you are an awardee, you must pay for the awarded costs up-front and send us a receipt. The Council will reimburse you for the awarded amount when we receive your receipt.
 - Allowable expenses include conference/class registration fee and housing only. We cannot cover travel expenses.

- Preference will be given for events in Pennsylvania, but out-of-state events will also be considered.

APPLICANT REQUIREMENTS:

- **Only costs ineligible for reimbursement through other means may be reimbursed through a PA Urban & Community Forestry Council scholarship.**
- Applicant must be a full-time resident of Pennsylvania
- Please include a copy of the conference or meeting program with this document
- Within 30 days after the event awardee must submit the following to receive scholarship funds awarded:
 - Invoices for all eligible expenses
 - A minimum two-paragraph synopsis about the program attended. This will be published in the Council's electronic communications including but not limited to, e-newsletter, websites, or e-blasts.

APPLICATIONS SHOULD BE SENT TO:

Scholarship Committee
% Jessica Cavey
PA Urban & Community Forestry Council
P.O. Box 610
Harrisburg, PA 17108

QUESTIONS ABOUT THE PROGRAM:

Please email Jessica Cavey at c-jcavey@pa.gov or call (717) 599.8650.



PA Urban & Community Forestry Council
SCHOLARSHIP APPLICATION

Applicant Name: _____

Home Street Address1: _____

Home Street Address2 _____

City: _____

State (Must be PA) and Zip: _____

Home Phone &/or Cell Phone: _____

E-mail Address: _____

Applicant Organization (e.g. shade tree commission, employer, or other group affiliation with respect to urban forestry) _____

Organization Street Address1: _____

Organization Street Address2: _____

City: _____

State (Must be PA)

Zip: _____

Business/Organization Phone _____

Name of event: _____

Date(s) of event: _____

Event Location: _____

Event Description: _____

Write a paragraph on why you would like to attend the program/conference/class; what you hope to get from the program; and how the program would benefit you and your organization:

I am applying for:
 Registration fees
 Housing

OPTIMAL AMOUNT REQUESTED: REGISTRATION\$_____ HOUSING\$_____

Optimal amount is what you would like to get reimbursed for given the funding availability guidelines on page 1.

MINIMUM AMOUNT REQUESTED: REGISTRATION\$_____ HOUSING\$_____

Minimum amount is the minimum award you could accept and still attend the event.

AGREEMENT:

By my signature, I certify that I am a full-time resident of Pennsylvania, and that if I am awarded a scholarship, only costs ineligible for reimbursement through other means will be submitted for reimbursement through this PA Urban & Community Forestry Council Scholarship (limited to registration/course fees and housing).

Signature

Date

APPLICANT CHECKLIST:

- Please include a copy of the conference or meeting program with this document
- Please include this form filled-out in its entirety