FAIRFAX LIBRARY
Foundation

Answer each item completely. Please type, print or write legibly.
Note: incomplete applications may not receive full consideration.

Name	Student account or ID #
Address	
City State Zip	
Telephone home cell work	
Email	
Present position title Brach/Office location	
How long with FCPL _____ years _____months	
Educational institution you plan to attend Location	
Academic discipline of graduate program	
Have you received a Foundation Scholarship before? No ☐ Yes ☐ **If yes**, indicate the year & type	

Please provide responses to the following on a separate sheet(s) of paper.

1. List the colleges, universities, and professional schools at which you earned a degree or received credit. Include major field of study, grade point average, degree received and date. Also include graduate course work toward a library-related discipline. Provide a copy of your recent transcript(s).

2. List any scholarships, fellowships, and honors received during undergraduate and graduate school.

3. Outline your employment record for the past 10 years, beginning with your current position. Include dates, employer, address, nature of work and whether in a *paid* or *unpaid* capacity.

4. Describe community, civic, or volunteer work including organization, dates, and activities.

5. In one to two pages, please indicate specific competencies or characteristics you believe you have to offer a library system, noting those activities which indicate your potential for achievement in your profession. Include your plans for professional work after completion of your proposed plan of study. Please be **specific.**

Provide two references from individuals, but not relatives, who are well acquainted with your background and abilities. **One of the references must be from a library manager.**

Check to make sure your application:
- Is postmarked or received by April 15
- Is complete
- Includes **two** references

Foundation decisions are final and not subject to appeal.

Agreement -- If I am awarded a Graduate Scholarship, I agree to complete the covered course work *or be subject to repayment of the full amount of the award within 30 days after the semester.* The Foundation requires a copy of your transcript following completion of the semester. It must be submitted within 14 calendar days following the completion date. I authorize use of my name, photo and narrative excerpts to promote the Foundation's Scholarship Program for publicity purposes.

_____   _____
Applicant Signature   Date

Send your application to: **Fairfax Library Foundation**
12000 Government Center Parkway, Suite 329
Fairfax, VA 22035

Instructions and Frequently Asked Questions (FAQs)

Please *type, print or write* your application clearly and attach any documentation required. If an item needs additional clarification and the space is not adequate on the application form, attach a sheet with the additional information.

When attaching your statement explaining the specific competencies or characteristics you believe you have to offer a library system, do not use general statements. Be specific. You have the option of having the statement reviewed and signed by your supervisor or a higher level manager, but it is not required. If you believe it will help to strengthen and support your statement, may wish to consider having the review. Again, it is not required and is solely your choice.

You should review all of the questions that follow. They will help you to complete your application and clarify such information as the application deadline, award amount, and other aspects of the Graduate Scholarship Program.

1. What disciplines are included in the scholarships?
   Scholarships are awarded for individuals pursuing graduate degrees in the following disciplines:
   - Library Science at an American Library Association (ALA) accredited school--these programs offer degrees with names such as Master of Library Science (MLS), Master of Arts, Master of Librarianship, Master of Library and Information Studies (MLIS), and Master of Science;
   - Business Administration; Management;
   - School Counseling;
   - Education, Adult Learning, Early Childhood Studies, Master of Arts in Teaching;
   - Information Systems and Technology; and
   - Public Administration**.**

2. How many scholarships will be awarded and what is the award amount?
   Up to five (5) awards may be granted, dependent on the availability of funds, in the above disciplines as follows:
   - Three (3) awards for $3,000 in a Library Science discipline (at the discretion of the Scholarship Committee, one (1) of these awards may be granted in another of the disciplines listed).
   - One (1) award for $3,500 (The Edwin S. Clay III Award) in a Library Science discipline.
   - One (1) award for $5,000 in a Library Science discipline, *sponsored by the George Mason Friends, Inc.*

Additional awards may be granted dependent on funding by *sponsors* for the awards, for any of the disciplines above.

   At its discretion, the Foundation may alter the total number and mix of awards dependent on the applicant group, their qualifications and the funds available.

   The Foundation is not required to select a recipient if none of the submissions merits the award in a given year. Foundation decisions are final and not subject to appeal.

3. Can internet (online) programs qualify for a scholarship?
   Yes.

4. May I apply for a scholarship for a semester that I registered for prior to the application deadline?

    Yes. However, the beginning date of the semester must occur after the deadline date. Only semesters beginning after the deadline will be considered.

    If you have already paid for the course/semester, you should ask the educational institution to refund your payment once they receive a payment from the Foundation.

5. What eligibility criteria will be considered?
- The application must be received or postmarked by April 15.
- The application must be complete.
- Individuals must live, work, volunteer or attend school within Fairfax County and City of Fairfax, Virginia. However, for the award sponsored by *George Mason Friends, Inc.,* applicants must be an employee of the Fairfax County Public Library system or be a registered volunteer of the system.
- You must be enrolled or accepted for enrollment in a graduate program.

6. What proof of enrollment or acceptance is required?
Evidence of current enrollment in, or possession of a letter of acceptance to, either:
- A school accredited by the American Library Association (ALA) for a graduate degree in Library Science, or
- A college or university usually recognized for disciplines other than in Library Science.

    Evidence may also consist of a current course schedule, a transcript showing continuing enrollment or similar documents.

    Applications received without the required proof will be ineligible for further consideration. Advance approval of an application in order to enroll for a graduate program is not available.

7. What factors will be considered in evaluating the application?
  The Foundation considers the merit of each application carefully and factors evaluated will include:
- Potential for academic excellence;
- Potential for superior achievement in a library environment;
- Evidence of commitment to a career in a library system, preferably within the FCPL System; and
- Your previous experience in a library (public or private).

    Your statement indicating the specific competencies or characteristics you believe you have to offer a library system, noting those activities which indicate your potential for achievement in your profession, will be critical to the selection process. Include your plans for professional work after completion of your proposed plan of study.

    Scholarships will be awarded on a merit basis without regard to race, gender, religion, age, physical disability, or sexual orientation.

8. What is the payment policy?
    Payment will be made directly to the school for crediting to your account.

    If the covered course work is not completed, you may be subject to repayment of the full amount of the award within 30 days after the semester.

    The Foundation requires a copy of your transcript following completion of a semester. The transcript copy should be submitted within 14 calendar days following the completion date.

9. If I receive a scholarship, may I apply for another?
    Yes, you may apply for additional scholarships.