

Answer each item completely. Please type, print or write legibly.

NOTE: incomplete applications may not receive full consideration.

1.	Name		
2.	Street address		
3.	City	State	Zip
4.	Telephone home	cell	work
5.	Email		
6.	Present position title		Is it <input type="checkbox"/> paid <input type="checkbox"/> volunteer
7.	FCPL branch or office location where employed or volunteering How long with FCPL _____ years _____ months		
8.	Your graduate degree		
9.	Provide a brief description of the graduate level program Educational institution/sponsor and location Date(s) - Have you applied for this program before? No <input type="checkbox"/> Yes <input type="checkbox"/> If yes , provide date _____ - Are you currently enrolled in a formal graduate level certificate or similar program? No <input type="checkbox"/> Yes <input type="checkbox"/> - Your absence from work will be on Annual Leave <input type="checkbox"/> , Non-work day(s) <input type="checkbox"/> or Other <input type="checkbox"/> (specify)		
10.	Total Amount of scholarship requested (<i>up to a maximum of \$2,000</i>) You must attach receipts or other documentation of costs (your costs only)		\$
11.	Show the amount of other funding received for this program, or applied for—also, show source(s)		\$
12.	Attach a separate sheet and explain how this program is <u>relevant</u> to your career or current position and how your attendance will <u>benefit</u> the FCPL in a demonstrable manner, as well as yourself – be specific. Avoid using generalizations. It is optional to have the statement reviewed and signed by your supervisor or a higher level manager as a means of strengthening and supporting your statement.		
13.	<input type="checkbox"/> I have not received a scholarship in the current calendar year (January through December) <input type="checkbox"/> I have received a scholarship before – Show date(s):		

Foundation decisions are final and not subject to appeal.

Agreement -- If I am awarded a scholarship for a *future* program, I agree to complete the covered program or be subject to repayment of up to the full amount of this scholarship award. I agree to provide the Foundation with a copy of my transcript within 14 calendar days following completion of the program. I authorize use of my name, photo and narrative excerpts from my application 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**

*** * * NOTICE – DO NOT SUBMIT THE FOLLOWING INFORMATION WITH YOUR APPLICATION * * ***

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 relevance of the program to your career or current position and the benefit to FCPL, do not use general statements. Be specific. Note that 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, how to determine and document costs and other aspects of the Graduate Level Continuing Education Scholarship Program.

1. How many scholarships will be awarded at each July 15 closing date?

One (1) or more scholarships are awarded each year, dependent on the availability of well qualified candidates and funds. The award is for an amount up to \$2,000, and it is a merit-based scholarship.

2. I want to apply for a scholarship. When do I need to submit my application?

Your application must be submitted by the July 15 deadline. This deadline covers either advance approval of a future program or reimbursement of a prior program.

Applicants may receive a scholarship for *only one* (1) program occurring within a *calendar year* (January through December), either on an advance approval or reimbursement basis, but may be considered for an additional scholarship for a subsequent yearly period. The *program start date* must occur within a calendar year. The Foundation's Scholarship Committee will determine whether a program falls within an eligible calendar year and whether it will be for advance approval or for a refund dependent on the program start date.

Generally, applications seeking reimbursement for a program with a starting date more than a year prior to the application deadline date will not be eligible for a scholarship.

If you have received a Graduate Level Continuing Education scholarship in a calendar year, another scholarship cannot be granted with a program start date for that calendar year, either on an advance approval or reimbursement basis.

3. What eligibility criteria will be considered?

- The application must be received or postmarked by July 15.
- The application must be complete.
- You must be an employee in the Fairfax County Public Library (FCPL) System.

4. I'm a volunteer at one of the branches, am I eligible to apply for a scholarship?

No. Only FCPL employees are eligible.

5. What documentation of expenses must I attach with my application to verify the costs that I am seeking a scholarship to cover?

You may *claim expenses for yourself only*. Do not include expenses for accompanying persons such as family members, co-workers, other program attendees and guests, or for days you are arriving in advance of the program or following the program for personal reasons.

If you have already paid for the program, you must include verification of your expenses. Documentation should include sales receipts, payment confirmation receipts, account statements (i.e. hotel accommodations), and similar documents.

For a program that has not yet occurred, provide documentation of the total costs (i.e. relevant portion of a program brochure, course booklet, internet description, a hotel's accommodation estimate, and estimates of travel by air or private vehicle, or similar documents). If you do not attend a program that was scheduled in advance, you must notify the Foundation within fifteen (15) days after the starting date of the program. Failure to notify the Foundation may result in your being ineligible for additional scholarships.

It will be helpful if you include a brief summary sheet of your expenses. The following expense criteria will be applicable:

Public Transportation

You may claim round trip fare by the most direct route (coach-class accommodations for aircraft, bus and train travel); Metro bus and rail; and taxi (when it is the most economical means).

Privately Owned Vehicle

Actual vehicle mileage at \$.56 (cents) per mile from place of work to the program location and return (using the shortest distance calculated by Google or Bing map—attach calculation), actual parking fees (limited to \$12 per day) and actual toll fees. Actual fuel expenses may be claimed instead of the actual mileage allowance when the amount is the lesser of the two and you attach your calculation of the actual mileage. When the program is within the local commuting area, mileage for daily commuting to the program will not be paid, except for tolls and parking.

Lodging

When hotel accommodations are scheduled for a program by the sponsor/educational institution, you may claim the actual expenses for the event-designated accommodation. If you choose to use other accommodations, you may claim actual expenses not exceeding the event-designated lodging.

If event-designated accommodations are not included, you may claim actual expenses for personal accommodations, not to exceed the U.S. Government per diem rate per night for the location of the event (*rates can be found at www.gsa.gov/portal/content/104877 -- attach a copy of the rate page for your program location*), plus taxes. Lodging expenses will be reimbursed for the day(s) of the program plus the night of arrival and night before departure, unless your arrival/departure occurs on an event-day.

Meals

When meals (a banquet or luncheon) are scheduled for a program by the sponsor/educational institution, you may claim the actual expenses for the event-designated meals.

Actual expenses may be claimed for meals not included in the program registration fee or for those not included in the event-designated costs, not to exceed the U.S. Government meals allowance per day for the location of the event (*meal rates can be found at the right side of the rate page obtained for lodging above*). For partial days, use the "M&IE Breakdown" at the left side of the gsa.gov portal above. Incidental expenses will not be reimbursed.

Please note, you must attach receipts or other documentation where required. If your application is received without required receipts or documentation, you may not receive full consideration of your expenses. The Scholarship Committee will not make assumptions, guesses or take any other actions where your expense information is unclear or missing.

6. I received or applied for a scholarship from the Fairfax County Public Library Employees' Association (FCPLEA), or another source, for the graduate level program, but it costs more. May I apply for a scholarship to help offset the remaining costs?

Yes. Specify the total cost for the program, identify each source and the amount of funds received, and the amount you still need. If you have already paid for the program, you must include copies of your receipts.

7. I paid for a graduate level program about two (2) months ago. May I apply for a scholarship after attending the program?

Yes. You may apply for a scholarship for a program that took place during the calendar year at the July 15 deadline, unless you have already received a scholarship in that calendar year. Submit a completed application with copies of receipts to verify your expenses.

8. The program I want to attend is in March of the following year, but I need to know that a scholarship has been approved before I register for it. May I apply for the scholarship on the July 15 closing date?

Yes. Submit a completed application including a brief description of the program with documentation of the costs to attend (refer to question # 5 above).

8. Can I submit two (2) applications on the July 15th application date, one for reimbursement of expenses for a program that I attended during the preceding April and one for a future program that will occur in the March of the following year?

No. Only one (1) scholarship will be awarded, either on an advance funding or reimbursement basis. You may be considered for an additional scholarship during the subsequent July 15 closing date.

9. I did not receive a scholarship. May I reapply?

Yes. You may reapply for the same program if your earlier application was for advance funding and the program is within the calendar year eligibility period (refer to question # 2 above).

10. What is the payment policy?

For advance approval, payment will be made directly to the educational institution for crediting to your account. If the covered program is not completed, you may be subject to repayment of the full amount of the award within 30 days after the semester or program completion date. The Foundation requires a copy of your transcript following completion of a semester or program. The transcript copy should be submitted within 14 calendar days following the completion date.

For reimbursement, refer to question # 11 below. Be sure to submit a copy of your transcript with your application.

11. When will I be notified whether I will receive a scholarship?

All applicants will be notified within six (6) to eight (8) weeks of the scholarship closing date. If you have been selected for a scholarship and are being *reimbursed for expenses*, you will receive a check with your notice. Foundation decisions are final and not subject to appeal.