

APPENDIX L

NIGP Scholarship Program

Policies and Parameters

The NIGP Scholarship Program provides financial assistance to members wishing to enhance their professional careers through various learning opportunities, including:

- ❖ NIGP Pathways Competency Courses;
- ❖ NIGP and/or NIGP Chapter Affiliate training;
- ❖ NIGP Dedicated Programs (Forum, Chapter Academy, Leader's Edge, etc.);
- ❖ Governmental-sponsored training;
- ❖ Credited or non-credit college/university courses;
- ❖ NIGP and UPPCC certification application and testing fees; or
- ❖ Other developmental opportunities offered by outside providers.

The NIGP Scholarship Program also provides financial assistance to NIGP Chapter affiliates wishing to enhance the professional careers of its members through the various learning opportunities listed above.

Sources of financial support for the NIGP Scholarship Program may come from individual or corporate donations or contributions. For this policy, corporations are defined as for-profit, non-profit, or public sector organizations which prescribe to NIGP's values and further NIGP's mission. In its best interest, the NIGP Governing Board or staff may decline the acceptance of financial contributions based on a real or perceived conflict of interest.

It is understood that an individual or corporate donor may restrict a financial contribution for a specific purpose; provided the purpose furthers the mission of NIGP.

The NIGP Scholarship Program does not discriminate against applicants based on ethnic background, race, color, gender, creed, age, sexual orientation, national origin, disability, or veteran status.

Award Amounts

NIGP has established four (4) main Award categories. Unless restricted by the donor, the NIGP Scholarship Committee has the discretion to award funds to students quarterly throughout the year based on the availability of funds and/or to change in award amount upon the start of each award term, based upon recommendation from NIGP Staff and availability of funding. Scholarships awarded include, but are not limited to, the following award categories:

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Revised June 19, 2020

- General Scholarship Program (Year-Round)
- Chapter Academy Program (Awarded in Winter Term)
- Leader's Edge Program (Awarded in Summer Term)
- Forum Program (Awarded in Spring Term)

In lieu of Scholarship Funding, NIGP's Scholarship Committee may vote to award in kind donations (i.e. direct enrollments) into Institute-created courses based on final approval of NIGP leadership.

Program Requirements

To be eligible for a scholarship:

- The individual requesting the award must be a NIGP member in good standing (to include all forms of membership recognized by NIGP) as of the date the application is submitted.
- The chapter requesting the award must be a NIGP Chapter affiliate in good standing as of the date the application is submitted.

Additional criteria may be added to individual programs based on the discretion of the committee, NIGP leadership, or the donor if funds are restricted. In lieu of program limitations for perspective applicants, NIGP must place the following disclaimer with each quarterly program:

Please Note: Consecutive awarding of Scholarship funds may impact the scoring of your application.

Upon award of funding, applicants must provide evidence demonstrating the use of funding as appropriate and outlined within the scholarship description within sixty (60) days of notice. Failure to do will result in the retraction of funding. In addition, awardees must adhere to any other award criteria as denoted within the scholarship listing.

All evaluation criteria must be listed on appropriate scholarship marketing and web presence materials.

General Instructions

These instructions apply to the quarterly release of scholarship funds to individuals. Separate timelines may be established for the quarterly release of scholarship funds to chapter affiliates.

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The individual applicant must follow all guidelines and instructions as outlined in this document to be eligible for an award. The Open, Close, and Award Dates are outlined below:

Term	Open Date	Close Date	Award Date*
Spring	January 10	March 31	April 30
Summer	April 10	June 30	July 31
Fall	July 10	September 30	October 31
Winter	October 10	December 31	January 31

The Award Date is the last possible date funding will be distributed to those awarded funding. Exact date may be impacted based on NIGP's scheduled check runs. All dates end at 11:59 PM EST.

Only complete scholarship applications will be forwarded to the NIGP Scholarship Committee for consideration.

Application Evaluation Process

Each member of the Scholarship Committee will review all applicants over a staggered period. Reviews will begin four (4) weeks before the deadline of applications based on the purview of the Chair and the number of applicants received. A minimum of five (5) committee members from the NIGP Scholarship Committee must review each applicant.

The following metrics serve as the standard evaluation criteria:

1. Overall demonstrated financial need of the applicant.
2. Applicant's responses to essay questions or related criteria.
3. Applicant's demonstrated commitment to the field of public procurement.
4. Compatibility of the professional development to the applicant's career objective.

Additional criteria may be included based on the nuances of each program.

Award Submission Date and Notification

Applications will be accepted until 11:59 PM EST on the deadline for submission as identified in the General Instructions section. The applications will then be reviewed by NIGP staff for completeness and eligibility. All eligible applications will be forwarded to the Scholarship Committee for consideration by members. Decisions regarding awards will be made by the Review Panel within thirty (30) days of the submission deadline, and the awardees will be notified in writing of the Review Panel's decision. The deliberations of the Review Panel are confidential and final.

About the Application

Individuals interested in applying for a scholarship under this program are required to submit the online application at www.nigp.org comprised of the information detailed on the application page. All application components must be completed in their entirety. Failure to submit a complete application will **disqualify** the applicant from further consideration for that scholarship award period. All documentation submitted with an application shall become the property of the NIGP Scholarship Program and shall be held confidential unless otherwise stated.

NIGP Chapter affiliates interested in applying for scholarships under this program are also required to submit a unique online application at www.nigp.org comprised of the information detailed on the application page. All application components must be completed in their entirety. Failure to submit a complete application will disqualify the chapter affiliate from further consideration for that scholarship award period.

Impact Reports

By no later than the end of the first quarter following the end of each fiscal year, the NIGP Scholarship Committee shall submit an annual impact report to the NIGP Member Council with a copy of the NIGP Governing Board which minimally provides information regarding the total amount of scholarships awarded during the fiscal year; further delineated:

1. Between individuals and chapters
2. Between the four award categories

Additionally, the NIGP Scholarship Committee shall send out an annual survey to scholarship recipients which assesses the impacts that the scholarship had on the individual's ability to further her/his career.