



P.O. Box 26821 | Richmond, VA 23261
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CAPA Education Scholarship Reimbursement/Funding Form

Name of Applicant: Last: _____ First: _____ Middle Initial: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email Address: (Home): _____

Employer/Agency: _____ Current Position: _____

Employer Address: _____ City: _____ State: _____ Zip: _____

Work Phone: _____ Work Fax: _____

Email Address: (Work): _____

Certification(s) (CPPO, CPPB, CPM, VCM, VCO, VCA, etc.): _____

Are you a member of another Chapter (e.g. NIGP, VAGP, etc.)? Yes _____ No _____

If yes, which one(s)? _____

Have you received a Scholarship in the past from CAPA or other affiliation? Yes _____ No _____

If so, when, from who, and how much? _____

CAPA Member Status: Has your 2022 Member Dues been Paid? Yes _____ No _____

Have you Attended a CAPA Business Meeting and/or CAPA Function in the past six (6) months? Yes _____ No _____

Are you a Currently a Committee Member or Volunteer for CAPA? Yes _____ No _____

List the Name(s) of the Session, Event and/or the Material(s) you are Requesting Funding or a Reimbursement:

_____ **Reimbursement or Funding Amount: \$** _____

REIMBURSEMENT:

I solemnly affirm, this information is true as documented, and that I, the applicant, paid for the procurement session and/or materials listed above with no financial support from another Chapter, Scholarships, Grants, or from my Employer/Agency.

FUNDING:

I solemnly affirm, this information is true as documented, and that I, the applicant, will not receive any financial support from another Chapter, Scholarships, Grants, or from my Employer/Agency.

Signature of Applicant

Date Signed

Ensure documentation listed under the Scholarship Application Package Instructions are attached with this Application.

FULL NAME: _____

DATE: _____

4.) How will this Scholarship Funding or Reimbursement be useful in contributing to your career objectives or goals?

5.) What are you expecting to gain or accomplish from the session you will be attending?

6.) Will this course also provide applicant with points or hours for a recertification?

7.) Do you feel this CAPA Scholarship is a benefit for its members?

8.) How would you describe CAPA and their mission on supporting educational opportunities for their members?

Scholarship Application Package Instructions:

In an effort to help promote the principles of CAPA, on April 1st, 2016, CAPA begun accepting applications for Reimbursements or Funding for Public Procurement or Supply Management related Educational workshops, classes, seminars, courses, conferences or forums locally or within the United States for current active CAPA members in good standing whom are interested in furthering the development of their procurement skills and professionalism. It applies to all areas of procurement enrichment and supply management opportunities.

The CAPA Education Scholarship provides financial reimbursement or funding to members seeking further Educational skills and knowledge relating to Procurement and Supply Management. The Scholarship Committee, along with guidance from the Board members, manages the Scholarship Program.

REIMBURSEMENT: EVENTS THAT APPLICANT HAS ATTENDED WITHIN THE TIME PERIOD LISTED.

Applicants must submit all supporting documentation for reimbursement to the CAPA Scholarship Committee for the specified session(s) or event:

- Scheduled between January 1st and June 30th turn paperwork in by September 30th;
- Scheduled between July 1st and December 31st turn paperwork in by March 31st of following year.

FUNDING: FOR FUTURE EVENTS THAT APPLICANT HAS NOT YET ATTENDED BUT WILL IN THE TIME FRAME LISTED.

Applicants must submit all supporting documentation for funding to the CAPA Scholarship Committee for the specified session(s) or event:

- Scheduled between January 1st and June 30th turn paperwork in between December 1st and May 31st.
- Scheduled between July 1st and December 31st turn paperwork in between June 1st and January 31st.

NOTE: If an event needs to be paid more than one month in advance, paperwork can be turned in earlier than date above.

The number and amount of reimbursements or funding may be limited based on the amount of CAPA Education Scholarship funds available at the time of submission(s) and shall be limited to one (1) applicant package and one (1) scholarship request per member, per year.

Upon receipt and review of the required documentation, the Scholarship Committee shall review the request to determine if scholarship funds will be awarded to the member. The CAPA Treasurer shall issue the funding or reimbursement in the form of a check if approved within fifteen (15) days after the approval to the person listed as the applicant.

If the application is denied, the Scholarship Committee shall notify in writing the applicant, stating as to the reason(s) of the denial which shall be sent within 4-6 weeks after submittal of application and documentation.

The CAPA Board will maintain a record of all member reimbursement requests received and awarded. CAPA will provide this information to the Voting Members of CAPA annually.

Note: All documentation submitted will become the property of CAPA Scholarship Program and shall be held confidential and destroyed as described in recommended file destruction policy. It is recommended that all information be typed or printed as CAPA will not be responsible for material that is illegible. CAPA is not responsible for late or lost entries.

Qualified Procurement Education Session and/or Materials:

- VAGP, NIGP, CAPA sponsored Seminars, Classes or other educational functions.
- Public Procurement Forums or other Conferences that count towards educational points or hours for Certification or Recertification.
- Professional Procurement Certification or Recertification Fees.
- Tuition for an accredited college or university course in which the course major subject content is centered on procurement, vendor relations, materials or supply management.

- Training materials or books specifically related to an accredited college, university, UPPCC, CAPA, NIGP, VAGP or other procurement session, that are not included in the price of the session.
- Other public procurement or related session(s) not listed above may be considered. The CAPA Board will determine if it is applicable.

Scholarship Application Requirements:

- The Scholarship is offered to active CAPA members in good standing achieving public procurement education. To be considered an active CAPA member in good standing, yearly dues must be paid for the year scholarship form is submitted and Member must have attended at least one (1) business meeting or other CAPA supported function within the previous twelve (12) months.
- Applicant must have the procurement related session during the calendar year they are a member and applying. Scholarships will not be applied towards the cost of a prior year's session.
- Applicant must note on the application form all other payments or reimbursements sources provided to the applicant for the session, if applicable. Failure to disclose this information will result in non-approval or repayment of scholarship funds. This may disqualify applicant from further application requests.
- **Charges for lodging, meals, travel, mileage, tips, etc., shall not be considered for reimbursement.**
- Reimbursements shall be for the amount listed on the receipts for the procurement session. Additional fees incurred for late entry submissions, cancellation or rescheduling, re-examination, lapsed certificate, and other listed penalties shall not be reimbursed.
- Applicants are encouraged to retain copies of all documentation submitted. CAPA is not responsible for lost or misplaced applications.

Application Package:

A complete Scholarship application consists of the following items:

- 1.) A completed and signed CAPA Education Scholarship application Form;
- 2.) Essay Questions answered completely. The questions are for both Funding and Reimbursements. Be specific and provide details. (This will be counted as a determining factor for approval);
- 3.) A copy or print out of an email, brochure, flyer, webpage, syllabus, statement or other documentation describing the session, course, or objectives;
- 4.) Receipt(s), quote or other documentation showing price of the procurement session and material information;

Optional:

- 5.) Additional documents may be submitted for evaluation purposes such as a letter of recommendation or a nomination memo or letter from a supervisor, colleague or friend.

Essay Questions Requirements:

The required Essay Question are to accompany the application should include specific and detailed information. This will be part of the evaluation process of the Board. Ensure the Essay Questions are completely answered. Use additional paper to answer the questions if needed; please keep additional pages to three (3) pages maximum.

Make sure the document is either typed or printed legibly. Board is not responsible for not being able to read illegible printing or writing. Grammar and spelling will be considered, but will not be a disqualifying factor. Applicant may bind the Essay or insert into folder for presentation quality. Include the Essay Questions with the application and other documents when submitting to CAPA.

Application Evaluation Selection Process:

Upon receipt of the Procurement Education Scholarship application package, the CAPA Scholarship Committee shall review the package for criteria described below. All applications that are received will be reviewed and either approved or denied. Please note, all Scholarship application packages submitted will not guarantee a reimbursement.

The Scholarship Committee along with the Board will make a decision based on the following criteria:

- 1.) Applicant's demonstrated commitment to the field of procurement or related field;
- 2.) Compatibility of the session to Public Procurement, Purchasing, Supply Management or related field;
- 3.) Applicant's responses to required information and written content to the Essay Questions;
- 4.) Completeness of the application form and package including all receipts and other documentation as stated.

Submit Completed Procurement Education Scholarship Application Package:

By Mail: Capital Area Purchasing Association
Attention:
Scholarship
P.O. Box 2235
Chester, VA 23281

By Email: Subject Line: CAPA Scholarship
scholarships@capavirginia.org
cc/ info@capavirginia.org

Questions pertaining to this Scholarship or any of CAPA's Scholarships can be sent to any of the addresses listed above.