



## **2021 Scholarship Program**

Dear AFP Greater Louisville Chapter Member:

Hello from the Association of Fundraising Professionals – Greater Louisville Chapter!

The Association of Fundraising Professionals (AFP) has been serving for more than 50 years as the standard-bearer for professionalism in fundraising. You are one of nearly 30,000 members in more than 200 chapters throughout the world, working to advance philanthropy through advocacy, research, education, and certification programs.

As a value-added benefit of membership, we are happy to announce that the Greater Louisville Chapter provides its members numerous opportunities to participate in professional development by offering scholarships. Please take time to review the scholarships, apply for one – or more, and share this important information with colleagues. We want to ensure that all of our chapter members are aware of and apply for these transformational opportunities.

Scholarships are available for our entire AFP Greater Louisville Chapter membership – new, mid-level, and seasoned professionals are encouraged to apply.

It is our hope that you will use these benefits to heighten your enjoyment of our chapter and understand how much we appreciate your important support of our profession!

Sincerely,

Chris Head  
**2021 Chapter President**  
**AFP Greater Louisville Chapter**

Kate Biagi-Rickert  
**2021 Service & Scholarship Chair**  
**AFP Greater Louisville Chapter**

# AFP Greater Louisville Chapter 2021 Scholarship Program Guidelines

*2021 Service & Scholarship Chair: Kate Biagi-Rickert  
Afpgreaterlouisville@gmail.com*

The Association of Fundraising Professionals - Greater Louisville Chapter funds educational scholarships to encourage participation in professional education courses and to help individuals serving nonprofit organizations develop their knowledge and skill in fundraising.

All members, regardless of level of experience, are eligible to apply for these scholarships. The Greater Louisville Chapter awards scholarships on a rolling basis during a calendar year. Funds will be awarded until the deadline is reached, or until funds are depleted. Please apply as early as possible and allow at least 60 days to process your application.

**Please note that October 1, 2021 will tentatively be the last day to apply for scholarships for the 2022 AFP International Conference in Spring 2022 – location and date TBA. Please check [www.afpgreaterlouisville.org](http://www.afpgreaterlouisville.org) for finalized details once announced.**

## General Rules For All Scholarships

- The scholarship recipient is responsible for any additional fees incurred from making changes to their reservations.
- Scholarships are nontransferable.
- Scholarship recipient agrees that if they do not attend the program for which they've received a scholarship, scholarship recipient will reimburse AFP Greater Louisville the full amount of the scholarship funds they or any organization received.

## Fundraising Courses, Trainings, and Professional Development Scholarships

From time to time throughout the year, AFP Greater Louisville Chapter will award scholarships that are up to \$500 per recipient and intended to help you increase your professional competency in areas directly related to fundraising. The recipient is responsible for paying any additional amount. The uses for these funds will typically include:

- Regional or national training/education conference, workshop or course that is directly related to your fundraising responsibilities. The opportunity can be offered by any organization, not just AFP. (This scholarship does not include attendance for AFP International Conference; please see our other scholarship opportunities for this area.)
- Professional development or training that may involve travel to one or more peer organizations (regionally or nationally) for onsite visits to learn about their best practices and improve your skills as a fundraiser and manager.
- Any other opportunities to increase your professional competency in fundraising.

Deadline: We accept applications throughout the year, as needed, and as funds allow. Please apply as early as possible and allow at least 60 days to process your application.

Requirements to Apply:

- Member of AFP Chapter for at least one year.
- Preference given to applicants who have served/are serving on a chapter committee (but this is not a requirement).
- Preference is given to applicants who are employed by organizations with a total budget of under \$5 million (but this threshold is not required).
- Preference will be given to those applicants who have not previously received scholarship support from the chapter in the past two years.
- Endorsement/reference from your current supervisor and a copy of your current resume.
- Application must be received at least 60 days in advance in order to be considered.

Requirement After Award:

- Write and submit an article of 500 words for publication in the chapter's newsletter about your experience.

Reimbursement:

- You are reimbursed for expenses based on the presentation of valid receipts. Please allow 2 weeks before a check is issued. The total may not exceed the amount of the scholarship; if the total is less than the amount of the scholarship, the net difference is kept by AFP Greater Louisville.
- You may use the scholarship funds toward registration/course fees, travel, or lodging (room and taxes only, not for internet or other special fees). You may not use the scholarship for meals or beverages.

How to Apply:

- Fill out the required form (attached), and send via email to the attention of the Scholarship Chair, Kate Biagi-Rickert, at [afpgreaterlouisville@gmail.com](mailto:afpgreaterlouisville@gmail.com).
- Please note that other attachments are requested (letter/s of reference, resume)
- Application and all attachments are reviewed as they are submitted. Applications will not be accepted after November 5, 2021. Please allow 60 days for review of your application.

**2022 AFP International Conference Scholarships**

**International Conference Scholarship Application Tentative Deadline: October 1, 2021.**

The AFP International Conference, AFP ICON, is held annually to offer a broad spectrum of training and networking opportunities as well as the nuts and bolts, and hands-on tactics to successfully achieve success in this field of fundraising. Date and location for the 2022 AFP ICON will be forthcoming.

Scholarships Awarded:

A maximum of three (3) International Conference Scholarships are awarded each year with funds sufficient to cover early-bird conference registration, hotel and airfare. One award is the AFP International Chamberlain Scholarship, honoring the memory of Ralph E. Chamberlain, CFRE; the other awards are AFP Greater Louisville Scholarships. (We reserve the right to make less than three awards.)

Requirements to Apply:

- Be a member in good standing of the chapter for at least 2 years and have served on a committee (more time as a member and/or additional service to the Chapter is preferred).
- Have never received an AFP International Conference Scholarship from the Greater Louisville Chapter or the Chamberlain Scholarship from AFP International.
- Recommendation from a current Chapter Board Member.
- Once awarded, the scholarship is not transferable to any other employee of your organization.

Requirements After Conference:

Write and submit an article of 500 words for publication in the chapter's newsletter about your experience. Plus, you will be asked to attend a program committee meeting to share ideas for chapter programming. You may also be asked to prepare a brief (10 minute) presentation at a chapter meeting talking about your experience.

Funds Available for Reimbursement:

- Basic Conference Registration "Early Bird" rate. (Chapter does not reimburse fees for any special add-on courses or workshops).
- Approved hotel for up to 3 nights' stay, lodging and taxes only (Chapter does not reimburse for wireless/Wi-Fi access or other room/hotel charges).
- Coach-class airfare round-trip for one traveler, fee for one checked bag, if applicable. (Chapter does not reimburse for additional segments added to flight plan beyond those needed for a direct route to the conference).
- Taxi or shuttle fare to/from airport/hotel. (Chapter does not reimburse for any food or beverage, additional taxis, rental car or other transportation other than above).

Reimbursement Requirements:

- Once you are notified that you have won a scholarship (in the Fall), it is your responsibility to pay for and complete the "Early Bird" registration, hotel reservations and advance purchase of air tickets to ensure that rates paid are the lowest possible. Reimbursements to you are made upon presentation of a valid receipt to the chapter; checks are issued within 2 weeks after we receive the receipt. The scholarship recipient is responsible for any additional fees incurred from making changes to their reservations.
- The Chapter expects its scholarship winners to attend workshops throughout entire the Conference. You may take time for personal activities before or after the conference, but please do not schedule any personal activities during Conference hours. Violation of this request will result in repayment of all scholarship funds.

How to Apply:

- Fill out the application form (attached), and send via email to the attention of Scholarship Chair, Kate Biagi-Rickert, at [afpgreaterlouisville@gmail.com](mailto:afpgreaterlouisville@gmail.com).
- Please note other attachments are requested (letter/s of reference, resume, etc.).



# 2021 Scholarship Application

Please indicate the type of scholarship for this application:

\_\_\_\_\_ 2022 AFP International Conference (AFP ICON)

\_\_\_\_\_ Fundraising Course, Professional Development or Training (Cost/Scholarship Funds Requested, Title, Date, Location) \_\_\_\_\_

Your name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_

Full Mailing Address \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Please answer the following:

Years employed as a fundraising professional: \_\_\_\_\_ years

When did you join AFP Greater Louisville? Month/Year \_\_\_\_\_

Have you volunteered for any AFP Greater Louisville Committee (include dates/roles): \_\_\_\_\_

How long have you been responsible for fundraising with your present employer? \_\_\_\_\_

Name of professional reference (other than present employer) \_\_\_\_\_

Reference's phone number & email \_\_\_\_\_

Why do you want to receive a scholarship? (**500 words or less, attach additional sheet**)

*(If you are not applying for an AFP International Conference Scholarship, be sure to explain the activity/opportunity you are underwriting with this scholarship)*

Application checklist:

- \_\_\_ Completed application, resume, and short narrative
- \_\_\_ Endorsement letter by organization's Executive Director and/or Supervisor
- \_\_\_ Endorsement letter from a board member (for International Conference Scholarship only)
- \_\_\_ Send above items to the attention of: Kate Biag-Rickert, Service Chair at [afpgreaterlouisville@gmail.com](mailto:afpgreaterlouisville@gmail.com).

I have read and agree to the conditions and requirements for reimbursement in "2021 Scholarship Program Guidelines." **I agree that if I do not attend the program for which I've received a scholarship, I will reimburse AFP Greater Louisville the full amount of the scholarship funds the organization and/or I received.**

Applicant's Signature/Date \_\_\_\_\_