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**TreePennsylvania**  
**SCHOLARSHIP DESCRIPTION AND REQUIREMENTS**

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**MISSION STATEMENT:** TreePennsylvania is a nonprofit organization designed to improve our community forests and green spaces. TreePennsylvania guides a statewide program that provides technical and financial assistance for communities and volunteer groups.

**PURPOSE:** Education is a very important part of TreePennsylvania's mission, and a small scholarship fund has therefore been created to allow Pennsylvania practitioners, interested individuals, educators, etc., to attend in- or out-of-state workshops, conferences or classes that will expand their knowledge about urban and community forestry or tree-related issues in the urban environment.

**PROGRAM DESCRIPTION:** The Scholarship Program will award scholarships four times a calendar year. The schedule is as follows:

- **1<sup>st</sup> Quarter (for programs in January, February, and March):**
    - Deadline is **January 1<sup>st</sup>** for completed applications.
    - \$1000 will be available
  - **2nd Quarter (for programs in April, May, and June):**
    - Deadline is **April 1<sup>st</sup>** for completed applications.
    - \$500 will be available
  - **3rd Quarter (for programs in July, August, and September):**
    - Deadline is **July 1<sup>st</sup>** for completed applications.
    - Only funds not awarded in previous quarters will be available, therefore scholarship amounts may be limited or unavailable.
  - **4th Quarter (for programs in October, November, and December):**
    - Deadline is **October 1<sup>st</sup>** for completed applications.
    - \$500 will be available
- Application for scholarship must be made prior to the event
  - This is a reimbursement scholarship program – awardees must pay for the awarded costs up-front and submit a receipt.
  - Allowable expenses include conference/class registration fee and housing only. Travel expenses cannot be reimbursed.

- Preference will be given for events in Pennsylvania, but out-of-state events will also be considered.

**APPLICANT REQUIREMENTS:**

- **Only costs ineligible for reimbursement through other means may be reimbursed through a TreePennsylvania scholarship.**
- Applicant must be a full-time resident of Pennsylvania
- Please include a copy of the conference or meeting program with this document
- Within 30 days after the event awardee must submit the following to receive scholarship funds awarded:
  - Invoices for all eligible expenses
  - A minimum two-paragraph synopsis about the program attended. This will be published in the Council's electronic communications including but not limited to, e-newsletter, websites, or e-blasts.

**Applications may be addressed to :**

Scholarship Committee  
TreePennsylvania

**Applications may be submitted via email to :**

[info@treepennsylvania.org](mailto:info@treepennsylvania.org)

**QUESTIONS ABOUT THE PROGRAM:**

Please email Jessica Cavey at [jessica@treepennsylvania.org](mailto:jessica@treepennsylvania.org) or call (717) 599.8650.



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**TreePennsylvania  
SCHOLARSHIP APPLICATION**

Applicant Name: \_\_\_\_\_

Home Street Address1: \_\_\_\_\_

Home Street Address2 \_\_\_\_\_

City: \_\_\_\_\_

State (Must be PA) and Zip: \_\_\_\_\_

Home Phone &/or Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Applicant Organization (e.g. shade tree commission, employer, or other group affiliation with respect to urban forestry) \_\_\_\_\_

Organization Street Address1: \_\_\_\_\_

Organization Street Address2: \_\_\_\_\_

City: \_\_\_\_\_

State (Must be PA)

Zip: \_\_\_\_\_

Business/Organization Phone \_\_\_\_\_

Name of event: \_\_\_\_\_

Date(s) of event: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Description: \_\_\_\_\_

\_\_\_\_\_

Please provide a brief description of why you would like to attend the program/conference/class; what you hope to get from the program; and how the program would benefit you and your organization:

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I am applying for:

- ☐ Registration fees  
☐ Housing

**OPTIMAL AMOUNT REQUESTED:** REGISTRATION\$\_\_\_\_\_ HOUSING\$\_\_\_\_\_

**Optimal amount** is what you would like to get reimbursed for given the funding availability guidelines on page 1.

**MINIMUM AMOUNT REQUESTED:** REGISTRATION\$\_\_\_\_\_ HOUSING\$\_\_\_\_\_

**Minimum amount** is the minimum award you could accept and still attend the event.

**AGREEMENT:**

By my signature, I certify that I am a full-time resident of Pennsylvania, and that if I am awarded a scholarship, only costs ineligible for reimbursement through other means will be submitted for reimbursement through this PA Urban & Community Forestry Council Scholarship (limited to registration/course fees and housing).

Signature

Date

**APPLICANT CHECKLIST:**

- Please include a copy of the conference or meeting program with this document
- Please include this form filled-out in its entirety