



WBE EXECUTIVE SCHOLARSHIP APPLICATION

Sponsored by the
Women's Business Enterprise Alliance

The Women's Business Enterprise Alliance awards scholarships for WBEs to attend their choice of educational programs approved by the Council's Scholarship Steering Committee.

Purpose of Scholarships: The scholarships are intended to strengthen the management & leadership skills of a WBE whose success could be enhanced by attending educational seminars, to expand public awareness of women-owned businesses, and to reward involvement of WBEs in the Women's Business Enterprise Alliance.

Who May Apply? The applicant can be an owner of a WBE firm or a member of her management team. The entity must be certified by the Women's Business Enterprise Alliance in *good standing for at least one year*. The firm must also be a *participating WBE* of the Women's Business Enterprise Alliance.

Application Process: Applications are posted on the WBEA website and a notice is sent to all WBEA WBEs via email. **All completed applications must be received by fax or e-mail before September 30, 2019.** Send to: aday@wbea-texas.org **with subject line 2019 Scholarship application submission** or fax to 713.681.9242. **ATTN: April Day. Late applications will not be accepted.**

Selection Criteria: Applicants will be judged with equal emphasis on (1) educational preparation of candidate, (2) completion with the award year, (3) potential for improvement, and (4) at least one year's participation in WBEA activities, events, committees, or sponsorship as a certified WBE. Applicant must further agree to schedule adequate time to prepare for the chosen course(s) and complete between January 1, 2019 – December 31, 2019.

Selection Process: Winners will be selected by the Scholarship Steering Committee of the Women's Business Enterprise Alliance. Top candidates will be selected on the basis of written applications. Only two scholarships per company will be awarded.

Confidentiality: All information submitted by the applicant will be held in strict confidence by the selection committee and used only with the prior consent of the applicant.

Selection Criteria & Guidelines

- 1) Nominee must be the owner or staff member of a WBEA/WBENC certified women's business enterprise (WBE). If the nominee is a member of the WBEs management team, the WBE owner must sign the scholarship application.
- 2) Nominee's company may not be in expired status and may not be expired at any time during the award year.
- 3) Nominee must complete the scholarship application and fulfill all requirements.
- 4) Nominee's firm must be active in Council activities as evidenced by:
 - (a) attending seminars, meetings, or the Annual Conference in the past year, and
 - (b) serving on a WBEA standing, *ad hoc*, or sub-committee in the past year.
- 5) Nominee's firm must have been established for at least two years.
- 6) Nominee's firm must submit information pertaining to company's growth in employment and/or sales volume.
- 7) Committee will judge nominee's application with equal emphasis on the desire of the candidate to attend the course and his/her potential for improvement from the program.
- 8) **Upon completion of the educational course, recipients required to submit proof of payment, proof of completion, and a summary of how the educational course helped improve business operations or increase staff knowledge to aday@wbea-texas.org.** Reimbursement takes up to 14 days to process after approval.

- 9) **Awardees must be willing to speak about scholarship and share what was gained through participation in this program for outreach events and media. Completion of this requirement will bear on receipt of future scholarships for the recipient.**
- 10) Nominee must attend the educational course (or choice of courses) as approved in advance by the Scholarship Steering Committee. The scholarship is not transferable and may not be sold or used by anyone other than the applicant. If the winner cannot attend the course(s), the Scholarship Selection Committee must be notified.
- 11) Awards are for the approved courses requested in the scholarship application. Changes to the approved course must be requested in writing and approved by the president in advance. Failure to do so will result in forfeit of reimbursement for completed course.



SCHOLARSHIP APPLICATION

Applicant Information
(attach additional sheets as needed)

All applications must be typed

Name: _____ Title: _____

Company: _____ Telephone: _____

City: _____ State: _____ Zip: _____

Education:
(Institution/Degree/Date): _____

Attendance at professional seminars/conferences: _____

Memberships in professional organizations with offices held: _____

Past Year Participation/Attendance at WBEA Events: _____

Past Year Committees Served On: _____

Company Information

Year Business Established _____ Number of Employees _____

Volume of Company Sales for the past three years

Year	Company Sales
_____	_____
_____	_____
_____	_____

Geographic Market Capability (Check all that apply)

____Local ____Regional ____National ____International

Principal Products or Services _____

Business References (list company, contact persons, sales volume & telephone number)

What educational program(s) will you attend if you are the recipient of this Scholarship? What are the dates the programs run? Please submit a copy of the program brochure with this application.

Scholarships will be awarded in varying amounts. What is the cost of your program? What additional cost, if any, will you incur? What dollar amount of scholarship are you requesting, and how will it be used?

How will you and your company benefit from your attendance at such seminars?

In what areas of business have you had the most experience? (accounting, finance, marketing, human resources, production, etc.)

In what areas do you need the most assistance?

What are you doing to support the development of other WBEs?

I hereby affirm that the above information is correct, and agree to allocate sufficient time to prepare for and attend the executive business program(s) noted above should I be selected, and agree to report on my attendance and results to the Women's Business Enterprise Alliance.

Applicant's Signature: _____ Date: _____

CEO's Signature: _____ Date: _____