



2020 AEDCE Scholarships Guidelines & Judging Criteria

Scholarship Guidelines

- Eligibility: Any current member of Arkansas Economic Developers & Chamber Executives (AEDCE) may apply for an AEDCE scholarship. Members may only apply for **one** training opportunity per person. More than one application may be submitted from each chamber/EDO but each individual staff member may only apply for one scholarship.
- Training Opportunities: Scholarship opportunities are available for the following training events:
 - **US Chamber Institute (IOM)** – Up to \$1,200 towards the cost of tuition
 - **Economic Development Institute (EDI)** – Up to \$1,200 towards the cost of tuition for either in-person or online course attendance
 - **MAKO Conference (MAKO)** – Full conference registration cost of \$295
- Funds provided through the AEDCE scholarship program must be utilized in the fiscal year in which they are awarded (January 2020 – December 2020). Funds may be applied retroactively if the training opportunity has already occurred before the scholarship awards are made (ex: Winter IOM).
- Scholarship funds will be reimbursed to the chamber/EDO after the registration/tuition costs have been paid by the chamber/EDO and appropriate documentation provided to AEDCE.
- Scholarship recipients must provide AEDCE with a copy of their transcript from IOM or EDI upon completion of the training opportunity.
- Should the scholarship recipient fail to attend their awarded opportunity, the chamber/EDO must reimburse AEDCE the amount of the scholarship provided.
- Scholarships are not transferrable unless specific authorization is provided by the AEDCE Board.
- Scholarship recipients will be asked to provide a written testimonial to AEDCE or volunteer at the AEDCE Annual Conference.

Criteria for Judging

- Scholarships will be judged by two panels. The first panel will be chamber/economic development professionals from a different state that will score the applications based on a rating scale that considers financial need, applicant responses, and written narrative.
- The second panel will be comprised of members of the AEDCE Board of Directors Scholarship Committee. They will review the first-round selections and take into consideration the applicant's commitment to the chamber/economic development profession in Arkansas before making any award decisions.



Arkansas Economic Developers & Chamber Executives Scholarship Application

DEADLINE: February 28, 2020

Section I – Applicant Information

Are you a member in good standing of AEDCE? yes no

Full Name:

Title:

Organization:

Mailing Address:

City, State, Zip:

Business Phone:

E-mail Address:

Number of years in the Chamber/Economic Development profession:

Please select the Arkansas Economic Developers & Chamber Executives sponsored events you attended in 2019:

AEDCE Annual Conference

New Chamber Professional Boot Camp

Arkanstats Workshop

RFI Completion Workshop

Mid-South Basic Economic Development Course

Have you previously received an AEDCE scholarship? yes no

If yes, which one(s)?

If you are not awarded a scholarship, will you still attend your selected training opportunity in 2020? yes no

Section II – Training Opportunity

Only one training opportunity is allowed per individual. Please select the training opportunity you are applying for under this application and answer the accompanying questions.

US Chamber Institute (IOM) Session/Location:

Are you a first-year Institute attendee? yes no

Last Institute level completed:

Do you plan to apply, or have you received any other Institute scholarships this year? yes no

MAKO Conference

Are you a first-time MAKO attendee? yes no

Did you attend MAKO in 2019? yes no

Economic Development Institute (EDI) Session/Location:

Are you a first-year EDI attendee? yes no

Last EDI level completed:

Do you plan to apply, or have you received any other EDI scholarships this year? yes no

Section III – Organization Information

a. Number of employees:

b. What is your organization's total annual budget?

c. What amount of the annual budget is designated for training or professional development?

d. Will any other Chamber/EDO employees be attending training this year? yes no

e. Are any other Chamber/EDO employees applying for a 2020 scholarship? yes no

Section IV – Essay (Please answer on a separate page)

- a. Why is it necessary for you to apply for a scholarship?
- b. Why do you want to attend the training opportunity you selected?
- c. Please summarize your career objectives and explain your commitment to the chamber/economic development profession.

Section V – Resume & Letter of Recommendation

- a. Please provide a copy of your resume.
- b. Please provide a letter of recommendation from your board chair and/or immediate supervisor.

Note: Consideration will be based on your written comments, application, and financial need.

Please ask your CEO or if you are the CEO, your Board Chairman, to sign and date the application indicating his/her agreement to the following:

Scholarships provide financial support towards the tuition/registration fees only. Other costs including the balance of fees, transportation, lodging and miscellaneous expenses shall be the responsibility of the chamber/EDO.

If the applicant is awarded an AEDCE Scholarship, our organization approves the individual's attendance in the training session indicated in this application.

Applicant will provide a written testimonial or volunteer at the AEDCE Annual Conference.

CEO/Chair Signature and Title

Date

Applicant's Signature

Date

Return this application with all attachments via email to Shelley Short at shelley@aedce.org or mail to:

AEDCE
1200 W. Capitol Avenue
Little Rock, AR 72201

Have you?

Completely answered all questions above?

Attached a copy of your resume and letter of recommendation?

Included all required signatures?

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