

DEADLINE TO APPLY FOR SCHOLARSHIPS: MONDAY, OCTOBER 9, 2017 BY 11:59PM PST.

REQUEST FOR SCHOLARSHIPS

TO ATTEND: SPECIAL WRITING & DISSEMINATION INSTITUTE & THE 2017 APHA ANNUAL MEETING IN ATLANTA, GA

The Community Based Public Health (CBPH) Caucus leaders, Community-Campus Partnerships for Health (CCPH) and the Morehouse School of Medicine-Prevention Research Center have scholarship funding to support attendance at a special Dissemination and Writing Institute and the 2017 APHA Annual Meeting in Atlanta, GA scheduled for November 4-8, 2017.

The purpose of these travel scholarships is to build community partners' capacity to equitably engage in the writing and dissemination processes of research and to network with others engaged in reducing health disparities and improving community health.

Scholarship applicants must be 1) affiliated with a community-based organization (CBO), and 2) nominated by a representative of the CBO with which they are affiliated.

NOTE: Community-Based Organizations (CBOs) are organized by people who are directly impacted by the community level problem or issue and who traditionally have had no say in the decisions that govern their lives. An example of "affiliated with" in this instance means a board member, staff member, young person or community volunteer, NOT an academic or institutional partner. Individuals who are employed by a higher educational institution or government-based agency are not eligible to apply.

Expectations of Scholarship Recipients:

Requirements have been put in place to make sure that our purpose is accomplished.

- 1) NOTE: If you do not fulfill your obligations as described below, you will be ineligible for any future funding for two years and may be required to repay any expenses paid on your behalf.
- 2) Requirements for Active Member scholarship recipients:
 - Attend the Writing Dissemination Institute (WDI) held on Saturday, NCBON Business Meeting and the CBPH Caucus Work Groups meeting OR Youth Council meeting and the Community Campus Partnerships for Health (CCPH) Anniversary Event (all scheduled on Sunday),
 - Attend the NCBON Reception (TBD—Saturday evening),
 - Attend the CBPH Caucus Business Meeting breakfast; optional for Youth Council members (Tuesday morning), and
 - Attend at least two of the Caucus-sponsored scientific sessions; (Youth Council members must attend required activities on the Youth Council Itinerary including the Roundtable session for youth on Tuesday afternoon).
- 3) Requirement for ALL scholarship recipients: Submit a APHA session completed evaluation form and complete the WDI evaluation form.

YOUTH SCHOLARSHIP FUNDS—All youth ages 13-24 and their chaperones, please read this section carefully.

Our goal is to support young people as leaders who will work to eliminate health disparities and promote social justice in their communities and around the world.

- 1) Youth ages 13-24 are encouraged to apply for travel scholarships. The same criteria, funding limitations, and expectations apply. See information below for details on joining the CBPH Youth Council.
- 2) For youth applicants under 18 years old: All youth under 18 must be accompanied by a chaperone and lodge in the same room or a room with a designated adult in the same hotel. Permission/medical forms signed by parent/guardian must be submitted. The CBPH Caucus cannot provide funding for chaperones unless they also complete a separate application for scholarship funds, are nominated by a CBO (see above), and are awarded funding by the committee.
- 3) All Youth are invited to join the CBPH Youth Council.
 - a. Established in November 2010, the Youth Council provides a national voice for youth to focus on addressing a variety of public health issues such as exercise and nutrition, sexual health, and emotional well-being.
 - b. Youth Council members are youth activists ages 13-24 years old (including middle and high school youth, undergraduate or graduate students).
 - c. Youth activists from all over the country will take part in a special youth-focused itinerary of events organized by youth for youth that will highlight public health issues from a youth perspective, career mentoring, and *fun*.
 - d. Travel funds will be awarded to cover your housing Friday, November 3rd through Wednesday, November 8th. For youth under 18 your chaperone would also need to stay the same dates.

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Selection Criteria:

Requests for funding to attend the APHA annual meeting are evaluated according to the following criteria:

- 1) We encourage CBPHC, NCBON leadership and members, Morehouse School of Medicine Community Partners to apply. Application is open to all community based organization partners doing community-engaged research, practice, and health promotion.
- 2) Applicants must be community members affiliated with a Community-Based Organization. Community-Based Organizations (CBOs) are organized by people who are directly impacted by the community level problem or issue and who traditionally have had no say in the decisions that govern their lives. An example of "affiliated with" in this instance means a board member, staff member, young person or community volunteer, NOT an academic or institutional partner.
- 3) **All** applicants must be nominated by their CBOs, with the President, CEO, or Board chair completing the Nomination Form. Self-nomination is not accepted. Nomination forms can be sent via email to CBPHCScholarshipApplication@umich.edu
- 4) If organizations nominate more than one person, we may give the award to the CBO and let that organization decide how best to distribute it amongst competing applicants.
- 5) We also look for a reasonable geographic distribution of scholarship recipients.
- 6) Applications received by the deadline (10/9/17) are screened first by a screening team to de-identify the applicants then reviewed by Writing Dissemination Institute Planning team and Caucus leadership. All applications are read in their entirety by all reviewers, and decisions are made by consensus. Notification of award will be sent out by October 16, 2017.

Funding Limitations:

Scholarship funds cannot be expected to cover the entire cost of attendance, therefore, please be aware:

- 1) Scholarship recipients must join or already be a member of APHA. Membership fees for APHA are the responsibility of the applicant and/or the applicant's CBO. The scholarship **will not** pay for APHA membership. Cost of APHA Membership: Regular \$220 (if your annual income is less than 45K/year \$105; Student (minimum of 6 credit hrs) \$85; Retired \$95. Visit APHA's website for full details: <https://www.apha.org/membership/membership-categories>
- 2) Scholarship recipients may receive up to a **max of \$1,300**. Exceptions can be made by the scholarship committee, e.g., locations without low-cost fares. If requesting an exception, please provide documentation. Award amounts are based on hotel rates and flight discounts as established by APHA (www.apha.org/meetings/AnnualMeeting). Sharing accommodations is suggested to reduce hotel costs.
- 3) Registration fee, if awarded, and can be covered by your scholarship, keep in mind the max for scholarship is \$1,300.

Please Note: Funds awarded are reimbursed after your attendance and participation at the WDI and APHA Annual Meeting.

If awarded scholarship funding, these funds are to be used for attendance at the 2017 APHA Annual Meeting and Writing Dissemination Institute being held in Atlanta, GA. ***Also, by accepting this funding, the recipient will:***

- Participate in a one-hour conference call on October 24, 2017, starting at 5p.m. Eastern, 4p.m. Central, 3p.m. Mountain, 2p.m. Pacific (more details to come)
- Attend Writing & Dissemination Institute in Atlanta, GA scheduled for Saturday, November 4;
- Attend NCBON Community Reception in the evening of Saturday, November 4 in Atlanta, GA;
- Attend NCBON Business Meeting at 2:00 p.m. on Sunday, November 5 in Atlanta, GA;
- Attend CBPHC Business Meeting at 6:30 a.m. on Tuesday, November 7 in Atlanta, GA; and
- Attend various sessions of CBPHC sponsored sessions at APHA.

Please initial one of the following statements:

_____ I have read and understand the above listed requirements, and, if funding is awarded, I will comply with these requirements. *Note: please continue with completing the application.*

_____ I have read and understand the above listed requirements, but I am not able to comply with these requirements.

****TIME SENSITIVE****

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PLEASE TYPE OR PRINT

Name of individual requesting scholarship: _____
Last First MI

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Email: _____

• Explain your role in the Community-Based Organization listed on this application: _____

• Describe your involvement, if any, in the CBPH Caucus, including your involvement in organizing CBPH Caucus activities:

• Describe your involvement, if any, in a community-based and or engaged work in health research, practice, or promotion including the names of your partners and project name (attach another page, if necessary): _____

• Will you be presenting during an oral, roundtable, or poster session at APHA? ☐ Yes ☐ No

If yes, please list specific session(s): _____

• Describe at least one thing you hope to learn from the Writing & Dissemination Institute and at least two you hope to gain from attending this year's APHA Annual Meeting.

All applicants ages 13 through 24 are invited to participate in the Youth Council activities leading up to and during APHA. If awarded scholarship funding, the youth will be contacted at a later date with more information on participating in the Youth Council.

• Will you be 18 years or *older* by November 4, 2017? ☐ No ☐ Yes—skip next question

• All applicants under the age of 18 **must be** accompanied by a chaperone to/from and during the APHA Annual Meeting. The Community-Based Public Health Caucus cannot provide funding for chaperones unless they also complete a separate application for travel scholarship funds, are nominated by a CBO, and are awarded funding by the Scholarship Selection Committee based on the eligibility criteria. *A permission/medical form signed by a parent/guardian must be submitted along with this application.*

• Please complete the following information regarding your chaperone:

Last Name: _____ First Name: _____

Name of Organization: _____

City and State: _____

****TIME SENSITIVE****

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Day Phone #: _____ Cell Phone #: _____

Email address: _____

Please fill in below your greatest need(s) for support to assist with your attendance at the APHA Annual Meeting

Note: The Registration rates are based on a person already being a member of APHA. If you or your organization is not currently a member of APHA, this will need to be taken care of before you register for the APHA Annual Meeting.

Registration Fee: ☐ Regular Member (\$570) ☐ Special Health Worker (\$300) ☐ Retired Member (\$330)
 ☐ Student Member (\$270) ☐ No thanks—my organization or I will pay this fee

If applying as a Student Member, please list your year in school: _____
and Educational Institution: _____

Note: The Membership Development Work Group has set a cap on the amount awarded for transportation and hotel combined so the Scholarship Committee can make awards to as many representatives from CBO's as funds allow.

Transportation costs: ☐ Airfare for \$ _____ ☐ Train for \$ _____
 ☐ No thanks—my organization or I will pay this cost

Hotel costs: ☐ Room and tax in the amount of \$ _____
 ☐ No thanks—my organization or I will pay for this expense

Other expenses—due to current funds ending in October, no out-of-pocket expenses will be awarded.

- APHA is a big meeting and can be confusing! The Membership Development Work Group of the CBPH Caucus has developed a mentoring system matching experienced community members of our Caucus with scholarship recipients new to APHA. If you have never attended an APHA Annual Meeting, we will match you with a mentor. If you have attended two or more annual meetings, you may elect to waive mentoring.

I am requesting an experienced member of the CBPH Caucus to be my mentor to maximize my APHA experience:

- ☐ Yes—I want to get the most out of my APHA experience.
- ☐ No thanks—I have attended the APHA Annual Meeting for at least two or more years.

Please submit the application along with your signed nomination form to: CBPHCScholarshipApplication@umich.edu