

# INDIVIDUAL OR GROUP KACAA SCHOLARSHIP GRANT APPLICATION FORM

(Please type or print answers to 1, 2, 3 and 4 on additional page/s)

Name \_\_\_\_\_ Email Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Phone: Home \_\_\_\_\_ Office \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Present position \_\_\_\_\_ Years in Extension \_\_\_\_\_  
KACAA Member as of January 1  Yes  No Family Member of a KACAA Member  Yes  No  
Amount requested from KACAA Education Foundation \$ \_\_\_\_\_ Approximate starting date of course or tour \_\_\_\_\_  
Has applicant (all group members) contributed \$50 to KACAA Education Foundation before submitting application?  Yes  No  
*(Applicant(s) must pay by the end of the KACAA Annual Meeting prior to the year you wish to apply for a scholarship.)*  
Has applicant ever received a KACAA Scholarship Grant?  Yes  No If yes, give total amount received: \$ \_\_\_\_\_

## Applications Must Include the Following: (See KACAA Website for Example)

1. Describe in detail your plan for this training or activity.
  - A. Title of educational training, degree, or tour:
  - B. Institution or organization:
  - C. Location:
  - D. Dates of courses or tour:
  - E. Tour itinerary if applicable:
2. Describe in detail the reason and plan for continuing education and application of knowledge gained from this activity, and detailed itinerary (attach additional pages as needed).
3. Finances:
  - A. Estimated cost of training, degree, or tour \$ \_\_\_\_\_
  - B. Use a detailed budget to describe how the funds will be spent:
    1. Seeking support for a degree:
      - a. Tuition:
      - b. Fees (list):
      - c. Books and supplies:
      - d. Other
    2. Seeking support for training or an educational tour:
      - a. Registration fee:
      - b. Fees (list):
      - c. Travel:
      - d. Lodging:
      - e. Books:
      - f. Meals:
      - g. Other
  - C. Amount received from other sources.
    1. Other scholarships: \$ \_\_\_\_\_
    2. Assistantship: \$ \_\_\_\_\_
    3. Salary: \$ \_\_\_\_\_
    4. Expense account: \$ \_\_\_\_\_
    5. Other: \$ \_\_\_\_\_ List Source(s): \_\_\_\_\_
4. Please list your involvement or your family's member involvement in KACAA: (Number of years as a KACAA Member, officer position(s) held, committees, awards, annual meetings attended, etc.)

## Criteria for Awarding Scholarships

1. Purpose of scholarship: For continuing education including study tours, trainings, completing Bachelor of Science degree, Master's Degree, PhD, 2 year Associate's Degree, Certificate Program or other specialized education or training.
2. Who is eligible? Any KACAA member in good standing and is presently employed by the University of Kentucky Cooperative Extension Service and his or her spouse, children, and grandchildren.
3. Each KACAA member must have contributed at least \$50 to the KACAA Education Foundation before submitting an application. For a group application, all members must have contributed at least \$50 to the KACAA Education Foundation before submitting an application. **For each family member applying for a scholarship, an additional \$50 must be contributed to the KACAA Education Foundation.**
4. Applications will be judged and funded based on completeness of application, reason and plan for continuing education, how education will be used/applied post training, applicants involvement in KACAA, (committees, officer position(s) held, awards, annual meetings attended), and other funding sources.
5. Scholarship amounts will be a minimum of \$250 (unless applicant asks for less) and a maximum of \$1,000 and based on the availability of funds and the number of applicants. Life time limit of scholarship funds for any one individual is \$2,000.
6. There is no limit to the number of scholarships awarded per family or Extension District.
7. Application must carry signature or electronic submission of applicant.
8. Study or training must start within 12 months of the approval of an application and cannot be initiated before application is approved by the Scholarship Selection Committee.
9. Scholarship funds will not be awarded until 60 days prior to study or training begins. It is the recipient's responsibility to advise the Education Foundation if the impending date of educational activity changes.
10. The penalty for misuse of KACAA Education Foundation funds is repayment of the funds to the KACAA Education Foundation and prohibition from future KACAA Scholarships.
11. Scholarship recipients will be selected by the Scholarship Selection Committee.
12. A scholarship will not be awarded if any member of the Scholarship Selection Committee shall derive a private benefit, either directly or indirectly
13. Selection for scholarships shall be made on a nondiscriminatory basis, regardless of race, color, gender, religion, disability, or national origin of the applicant.

**Send one (1) paper copy and one (1) electronic copy of the application to the KACAA Education Foundation Scholarship Selection Committee chair by May 1st. (See below for contact information)**

FOR GROUP APPLICATIONS - All members must meet criteria, including address, home phone, office phone and whether they received a previous scholarship and if so, how much. List this on a separate sheet of paper and attach to the scholarship application.

My signature verifies that (I am/we are) paid member(s) of KACAA or a family member of a KACAA member. I have read the criteria and any other rules governing scholarship selection, and certify that this application meets all the requirements. I further certify that (I am/we are) not knowingly related to any member of the Scholarship Selection Committee (see below). For electronic submission, type name on appropriate line and place an X in box on that line.

Signature of applicant (or group leader)  Date

Approved by Scholarship Selection Committee: Yes No Date

Send scholarship application by May 1st to:

Bryce Roberts  
P.O. Box 368  
Taylorsville, KY 40071-0368  
[bryce.roberts@uky.edu](mailto:bryce.roberts@uky.edu)

Scholarship Selection Committee  
1. KACAA Foundation, Chair  
2. KACAA, President  
3. At large KACAA member

Revised 3/6/2019

## **KACAA Education Foundation Scholarship Grant Policies**

1. KACAA Scholarship Foundation shall maintain a \$40,000 balance in the scholarship account.
2. In order to assist in maintaining the scholarship account balance, the KACAA Board at its annual winter workshop shall suggest the amount of surplus annual meeting fundraising funds (if applicable) that is awarded to the KACAA Education Foundation.
3. A 5% administration fee will be deducted from all donations made for the KACAA Annual Meeting and Professional Improvement Conference that are received by the KACAA Education Foundation.
4. The Scholarship Selection Committee will be comprised of three members: KACAA Education Foundation Board Chair; KACAA President and an at-large KACAA member. The at-large member will be selected by the KACAA Education Foundation Board. The chair of the KACAA Education Foundation will chair the Scholarship Selection Committee.
5. In case of a conflict of interest, the treasurer of the KACAA Education Foundation will replace that member on the Scholarship Selection Committee.