

FEFPA SCHOLARSHIP INFORMATION SHEET

Academic Year 2024-2025

The Florida Educational Facilities Planners' Association, Inc. (FEFPA) is a statewide organization of facilities planners and associate members involved in planning public educational facilities in K-12, colleges and universities. The purpose of the organization is to further the knowledge of the planner and offer a source of current information and interplay of ideas among professionals.

\$6,000 in scholarships will be divided into first place \$3,000, second place \$2,000 and third place \$1,000, paid half in the Fall and half in the Spring semester.

WHO CAN APPLY

Applicant must be a permanent Florida resident, enrolled and attending a full-time a degree program at an accredited Florida college or university, who is majoring in facilities planning or a field related to facilities planning. Applicant must be enrolled as a Sophomore, Junior, Senior or Graduate student. Applicants are not eligible to apply during their first year of college or university. Current and former members of the FEFPA Board of Directors are not eligible to apply. Part-time students with full-time employment will be considered if pursuing a degree in facilities planning or related field.

WHEN TO APPLY

Completed applications packages for the academic year beginning in August 2024, must be received via email no later than **midnight on June 15th, 2024, NO EXCEPTIONS.**

HOW TO APPLY

Application packages must include the items listed below and transmitted electronically as a single PDF document to: griffith@fiu.edu. FEFPA must receive the completed application package before the above stated deadline, and must include the following:

- An Application Form completed in its entirety, signed and dated by the applicant. The Application Form template is included in this document following the Information Sheet. **You do not need to submit this two-page Information Sheet.**
- An Appraisal Form completed and signed by the applicant's major professor, supervisor or department head, as appropriate. Multiple appraisals will be accepted. Each appraisal must be signed, scanned, and included as part of the **single file PDF** scholarship application submittal package. The Appraisal Form template is included in this document following the Application Form.
- A one-page essay describing why the applicant believes they deserve this scholarship. The essay must be typed, single spaced.
- A current transcript from the applicant's college or university. **This may be an unofficial screen shot from the institution's web site for the purpose of the application process. Winners will be required to send an official sealed transcript prior to issuing their award check.**
- Most recent SAT, ACT or GRE test scores. If you cannot provide a test score you may lose points in the evaluation process so please explain if this is your case.

FEFPA SCHOLARSHIP INFORMATION SHEET

Academic Year 2024-2025 (continued)

GRADE POINT REQUIREMENT

Applicants must have a minimum 3.0 grade point average for all college and/or university work completed in order to be eligible.

GENERAL INFORMATION

Applicants must complete **ALL** questions and forms to the best of their ability. If a question is not applicable, a written explanation must be given. Failure to answer any of the questions may constitute a basis for elimination of the application from further consideration.

Successful candidates will be notified by August of the award. Scholarship Awards are only valid for students attending Florida public colleges and universities.

Although an electronic screenshot transcript may be used for the Scholarship Application, **selected winner(s) will be required to submit an official, sealed transcript from the issuing college or university, and must be received prior to the fall term, before the scholarship check can be issued.** Evidence of enrollment will also be required before the check can be issued. Students who withdraw prior to the completion of the semester are required to pay back the scholarship award amount in full, for that semester.

SELECTION CRITERIA

Selection ranking will be based on a 20 point scale, as follows:

Chosen Field of Study ... (4 points)	Appraisal Form (2 points)
Need (3 points)	Community Involvement ... (2 points)
Academic Excellence (3 points)	Employment (2 points)
Essay (3 points)	Transcripts (1 point)

APPLICATION ACCEPTANCE POLICY

FEFPA reserves the right to eliminate applications from consideration which are unsigned, incomplete and/or missing documentation or received after the deadline without further notice to the applicant. All applications become the property of FEFPA. The selection committee's decision is final.

WEB PAGE

Information may be found on the FEFPA web page: www.fefpa.org.

QUESTIONS

Should you have further questions, you may contact Bob Griffith, FEFPA Scholarship Selection Committee Chair at 1-305-348-4090 or email griffith@fiu.edu.

FEFPA SCHOLARSHIP APPLICATION FORM

INSTRUCTIONS

Every question must be answered. If your response is "not applicable," then you must indicate why it is not applicable. Please review the checklist at the bottom of this form to ensure completion of your application package. You do not need to include the 2 page Information Sheet preceding this Application Form.

SECTION I – GENERAL

Name: _____ Date of Birth: _____

Address (school year): _____

Address (permanent): _____

United States Citizen: Yes _____ No _____ Permanent Resident Alien: Yes _____ No _____

SECTION II – DEPENDENT STATUS (if applicable)

Father's Name and Address: _____

Father's Occupation: _____ Current Annual Income: \$ _____

Mother's Name and Address: _____

Mother's Occupation: _____ Current Annual Income: \$ _____

If there is additional information relevant to your parent's income you believe we should be aware of, please indicate: _____

Names and ages of all siblings: _____

Names of your immediate family presently in college or university, and how their tuition is financed: _____

Spouse's Name and Address: _____

Spouse's Occupation: _____ Current Annual Income: \$ _____

Number of Children and Ages: _____

FEFPA SCHOLARSHIP APPLICATION FORM (continued)

SECTION III – BUDGET & FUNDING

Annual School Expense Estimate (please be specific):

Tuition:	\$ _____
Books:	\$ _____
Rent, Utilities:	\$ _____
Food:	\$ _____
Transportation:	\$ _____
Medical Expenses:	\$ _____
Clothing/Personal Items:	\$ _____
Miscellaneous:	\$ _____

TOTAL EXPENSES \$ _____

Funds Available for Use During the School Year:

Personal Income from Employment	\$ _____
Loans	\$ _____
Grants and Scholarships (explain in detail)	\$ _____
Family Contribution (allowance, etc.)	\$ _____
Interest: savings accounts, stock dividends, income from trust fund(s)	\$ _____
All Other Available Funds (gifts, etc.)	\$ _____

TOTAL FUNDS AVAILABLE \$ _____

Expense/Funding Additional Information or Explanation: _____

**FEFPA SCHOLARSHIP
APPLICATION FORM** (continued)

SECTION IV – EDUCATION

Current University or College: _____

Current Year: Sophomore: _____ Junior: _____ Senior: _____ Graduate School: _____

Major Field of Study: _____

If not Facilities Planning, how is this field related? _____

SECTION V - CURRENT EMPLOYMENT

Employer: _____

Address: _____ Phone: _____

Position: _____ Hours Per Week: _____

Employer: _____

Address: _____ Phone: _____

Position: _____ Hours Per Week: _____

Employer: _____

Address: _____ Phone: _____

Position: _____ Hours Per Week: _____

SECTION VI – COMMUNITY SERVICE

List all community service experience to date (please be specific): _____

FEFPA SCHOLARSHIP APPLICATION FORM (continued)

SECTION VII – REFERENCES/CRIMINAL BACKGROUND

List two references other than relatives.

Name: _____ Phone: _____

Address: _____

Employer/Occupation: _____

Name: _____ Phone: _____

Address: _____

Employer/Occupation: _____

Have you ever been convicted of any crime: If so, please explain in detail, including date(s)/location(s):

SECTION VIII – CHECKLIST (please check all boxes and sign below)

- Completed and Signed Application Form
- Appraisal Form (at least one – must be signed, scanned and included in .pdf application)
- Essay, One-Page, Single Spaced
- Current Transcripts (screen shot image will be accepted for application process)
- Current SAT Scores OR equivalent

REMINDER: Your application package must include all of the above-listed documents and must be provided electronically as a single PDF document, emailed to griffith@fiu.edu, prior to the stated deadline.

Applicant Signature

Date

FEFPA SCHOLARSHIP APRAISAL FORM

APPLICANT INSTRUCTIONS: Please complete this portion of the Appraisal Form and provide it to your professor, supervisor or department head, who is familiar with you and who can render an informed opinion. This Appraisal Form must be signed and included with your application package, and received prior to the deadline indicated.

Applicant's Name (print or type): _____

Applicant's College or University: _____

Students have the right to inspect appraisals that are submitted in conjunction with their applications under the provision of the Family Educational Rights and Privacy Act. Please have the appraiser complete, sign and return the form to the student to be included with the Scholarship application package.

I certify that I this appraisal is being prepared by a person who has firsthand knowledge of my work and ability as a student or employee:

Applicant Signature: _____ Date: _____

APPRaiser INSTRUCTIONS: Please check each characteristic in the appropriate box to show your appraisal of the applicant on each characteristic. Please use current students and recent graduates as your point of reference for comparison.

Characteristic	No Basis for Judgment	Below Average (Lowest 40%)	Average (Middle 20%)	Very Good (Next 20%)	Unusual (Next 10%)	Outstanding (Highest 10%)
Native Intelligence, Analytical Powers						
Independence of Thought, Originality						
Effectiveness of Communication Oral & Written						
Judgment and Maturity						
Industry, Scholastic and Non-Scholastic Activities						
Leadership Ability						

Additional Comments: _____

Appraiser's Name (print or type): _____

Appraiser's Title/Department: _____

Appraiser's Signature: _____ Date: _____