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**MAPE Scholarship Policy**

**Summary:** Defines the criteria and the awarding process for MAPE scholarships.

**Related Information:** Two attached applications, scholarship funds.

**Policy:** Professional employees need ongoing training to maintain their competency, enhance their professional development, and fulfill their continuing education requirements. Training opportunities are rapidly shrinking in the public sector, making it increasingly difficult for professional employees to get their training needs met. Four scholarships are offered to members, and one to spouses and dependents of MAPE members:

* **General Scholarship**
	+ For individual MAPE members
	+ For degree or non-degree seeking continuing education
	+ The award must be used within 18 months
	+ Available funds dependent on resolution passed at Delegate Assembly (maximum award of $1,000 per applicant)
* **Spouse/ Dependent Scholarship**
	+ The applicant is the potential recipient of the scholarship and they must be a dependent or spouse of a MAPE member
	+ A spouse must be legally married
	+ A dependent must be a child under the age of 26
	+ For degree or non-degree seeking continuing education
	+ The award must be used within 18 months.
	+ Available funds dependent on resolution passed at Delegate Assembly (maximum award of $500 per applicant)
* **Ralph Cornelia Professional Development Scholarship**
	+ Ralph Cornelia was a MAPE union activist and an advocate of professional development training from Local 1303. As a Department of Corrections psychologist, Ralph regularly participated in training activities to increase his competency. For many years, Ralph was the only officer and the only steward for MAPE Local 1303. In keeping with his values, the scholarship provides funding for professional employees to maintain their competency and fulfill their continuing education requirements. For individuals or groups (such as a local; a group of members, associate members; or

stewards in a region)

* + For job-related, non-degree seeking continuing education
	+ The award must be used within 18 months
	+ Available funds dependent on resolution passed at Delegate Assembly (maximum award of $1,000 per application)
* **Thomas Kernan Labor Scholarship**

Thomas Kernan was a long-time MAPE union activist at the Department of Labor and Industry (DOLI). He initially assisted in the formation of AFSCME Local 2672, which represented the employees of DOLI, and served as the local's chief steward. When MAPE became the bargaining unit for professional employees, Thomas began serving as the MAPE Representative and Chief Association Representative for DOLI as well as attending numerous Delegate Assemblies. He also completed his law studies and became a member of the Minnesota Bar Association during his career. In honor of his work, the scholarship is dedicated to assisting members who attend labor-related courses.

* + For individual MAPE members
	+ For labor-related studies
	+ The award must be used within 18 months
	+ Available funds dependent on resolution passed at Delegate Assembly (maximum award of $1,000 per applicant)
* **Marge Ramsey Scholarship**
	+ Marge Ramsey was an active MAPE union member from Cambridge, MN, and served on the MAPE Board of Directors for many years. The Marge Ramsey Scholarship assists union women in both leadership and career development. Award determinations will be based on current and former labor activism, professional development goals, and financial need. For individual MAPE members, female only
	+ For job-related, non-degree seeking continuing education
	+ The award must be used within 18 months
	+ Available funds dependent on resolution passed at Delegate Assembly (maximum award of $3,000 per applicant)

Award determinations are based on criteria such as need, current or former MAPE involvement, and professional development goals. The scholarship review committee maintains the ability to add and refine information requested on the application, as well as the scoring criteria used to evaluate applicants. Scoring criteria may include basic criteria beyond eligibility that must be met in order to receive a scholarship. Applicants should specify the particular scholarship(s) for which they would like to be considered.

Although member awards can be as large as $3,000, the number and size of awards depends largely on the number of members applying. The Scholarship Subgroup selects scholarship recipients, and the committee’s decisions are final.

Applications will be accepted beginning June 1 (any received before June 1 will not be considered). All applications must be submitted no later than 5 p.m. CDT on June 30. Applications arriving before or after this time will not be considered.

Applicants will be sent application receipt acknowledgements by email and notice of award or non-award of scholarships by email. Scholarship winners will be formally announced at the annual Delegate Assembly in the fall. Attendance at the Delegate Assembly is not a requirement to receive a scholarship.

The Scholarship Committee in conjunction with MAPE staff will maintain records of applications, scores, and awarded scholarships for at least three years.

**ELIGIBILITY**

* An applicant must be a member or the spouse or dependent of a member when submitting a scholarship application and, if eligible for membership, remain a member until completing training funded, or partially funded, by the scholarship.
* An applicant may submit a membership application with a scholarship application.
* A member on a leave of absence may use a scholarship.
* For group training funded, or partially funded, by a Ralph Cornelia Scholarship, the recipient must provide an opportunity for non-members who wish to attend the training to become members immediately before the start of training. Non-members will be permitted to attend the training only if they join online in the presence of the recipient or complete a membership application and give it to the scholarship recipient or other member designated to register attendees, who will submit it to the MAPE office.
* Statewide officers and Scholarship Committee members may not submit an application but may attend group training funded or partially funded by a Ralph Cornelia Scholarship.
* A member can receive a maximum award of $6,000 per person in four calendar years.
* A member who does not use an awarded scholarship is not eligible for award for two calendar years.

**SPOUSE/DEPENDENT**

* The applicant must be a dependent or spouse of a MAPE member.
* A spouse must be legally married.
* A dependent must be a child under the age of 26.
* We may ask for verification of spouse or dependent status.

**APPLICATIONS**

* Only complete applications will be considered. An application will be considered complete when all the required information has been submitted. It is the sole responsibility of the applicant to ensure completeness.
* Application forms will be found on the MAPE website and a communication will be sent when the application is live.

**TO SUBMIT AN APPLICATION**

* All application submissions will be done on an electronic, fillable form on the MAPE website. A link to that form will be sent out via e-mail.

**COMMITTEE CONSIDERATIONS**

* **Timeliness**. Scholarships will not be awarded for debts incurred prior to June 1 of the application year.
* **Completeness and amount of detail in the application**. Applicants should explain exactly what the scholarship will be used for (course name and provider), where, and when and not merely provide a Web address for the institution or company providing the training. An application merely indicating the applicant is likely to look for some training to take if awarded a scholarship will be rejected.
* **Degree**. Work toward an undergraduate degree will be considered a higher priority than work towards a graduate degree.
* **Purpose.**
	+ Scholarships are awarded for career development or to increase knowledge likely to be useful to a MAPE leader.
	+ Scholarships are not awarded for membership or license fees or lost time.
	+ Scholarships may be used for a preparatory course for a test for a license or certification.
	+ Institution. An application for training at a public institution will be considered more favorably than for training at a private institution.
* Spouse/Dependent will have a maximum of 20 scholarships awarded in the amount of $500.00 each (funded at $10,000.00). The award must be used within 18 months.

**CONDITIONS FOR AWARDED SCHOLARSHIPS**

* Before receiving payment, scholarship recipients must provide verification of receipts of actual costs (may include tuition, course materials, travel, and lodging expenses) and acceptance to a training facility. Scholarship money is usually paid out as a reimbursement of actual expense. Only in a rare case (e.g., extreme financial need), may a scholarship be paid in advance. (Applicants may notify the Scholarship Committee of an extreme need by emailing Scholarships@mape.org.)
* To receive reimbursement, recipients must provide a receipt or other proof of the expense. The document(s) must be sent via email to Scholarships@mape.org.
* To receive payment for group training funded, or partially funded, by a Ralph Cornelia Scholarship, the recipient must send a copy of the sign-in sheet to Scholarships@mape.org.
* Scholarship awards must be used within 18 months. Only in extreme cases will the Scholarship Committee consider an extension. (Applicants with an extreme need can email the Scholarship Committee at Scholarships@mape.org to request an extension.)
* Scholarship funds must be used for the purpose identified on the application and no requests for alternative uses will be considered.