

ARDATH M. CADE SCHOLARSHIP FOR EMERGING LEADERS

ARUNDEL COMMUNITY DEVELOPMENT SERVICES, INC.

APPLICATION INSTRUCTIONS

ELIGIBILITY

Applicant must be employed by Arundel Community Development Services, Inc. (ACDS), be a member of the ACDS Board of Directors, or be a leader or emerging leader working in and serving Anne Arundel County communities.

AWARD GUIDELINES

1. Scholarship will be administered by an ACDS Committee consisting of three people including: (i) a member of the ACDS Board of Directors; (ii) the ACDS Executive Director or designee; and (iii) Scholarship Founder, Tara Clifford
2. Training must be identified before applying for the scholarship; scholarship funds must be expended within one year of scholarship commitment
3. Priority will be given to those applicants who plan to obtain certification and/or new credentials
4. Scholarship may be used only to cover costs for the training/course and/or associated travel, if applicable, and is reimbursable according to the ACDS Training and Professional Development Policies and Procedures
5. Recipient must provide a brief written summary of the value gained through the professional development opportunity and may be asked to share their experience during meetings with funders

CHECKLIST TO BE FOLLOWED IN COMPLETING THE SCHOLARSHIP APPLICATION

(Please check each item below to guarantee all information is submitted)

Complete the application

Prepare a separate narrative as follows: describe your position and provide two (2) examples of how the course will contribute to your serving ACDS' and/or community's clients and to the achievement of ACDS (350 words or less).

Attach a statement of recommendation from your immediate supervisor in support of your application (or in the case of community leaders, a statement of recommendation from a community reference)

Submit all information by e-mail to ACDS Director of Finance and Administration, James Sylvester at (jsylvester@acdsinc.org), Attn.: AMC Scholarship

Applications will be considered on a rolling basis until the Fund allotment has been expended for that calendar year. Applicants should allow at least 4 weeks for consideration and approval

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APPLICATION

1. Type all information
2. Submit by e-mail the application and all items on the checklist to ACDS, Inc., Attn.: Director of Finance and Administration, James Sylvester at jsylvester@acdsinc.org.
3. Deadline: **Monday, November 7, 2016** for 2016 Scholarship (policy to be determined on frequency/rolling window for 2017 and beyond)

Employment and/or Board Information

ACDS Employee or Board of Director

Name:

Position and Name of Department:

Telephone:

E-mail (Office):

Community Applicant

Name:

Address:

Name of Neighborhood or Community Association:

Telephone (Home): _____

Telephone (Mobile): _____

E-mail: _____

Course of Interest, On Line or Classroom, and Institution or Organization Providing:

If Certification Sought, Identify Title and Accrediting Organization

Estimated Cost Course: \$ _____

Estimated Date of Course _____

Endorsement

I have reviewed the Application and support the individual's request for a Scholarship.

ACDS Executive Director: _____

Date: _____

Attachments: Narrative
Statement of Recommendation