

PROFESSIONAL GRANT APPLICATION

No Deadlines. Grant applications will be reviewed as received. The Foundation budget is based on a calendar year, with grants awarded on a “first come, first served”, until the grant budget allotment is met for that year.

The Wisconsin Park & Recreation Association Foundation, Inc. offers grants to current professionals who might not otherwise be able to attend continuing educational opportunities. Awards are based on the appropriateness of the educational opportunity related to the applicant’s job, financial need, contributions of the applicant to his/her community and to WPRA. Grants typically range from half of the amount requested up to \$500, which is reimbursed after completion. Applicants **MUST** be a current WPRA member. All WPRA & NRPA sponsored educational opportunities are grant-eligible. Grants and scholarships will be awarded based on availability of funds from the WPRA Foundation.

SELECTION CRITERIA USED TO DETERMINE PROFESSIONAL GRANT AWARDS

REQUIRED:

1. Currently a member of WPRA.
2. Two letters of recommendation - one from the applicant’s supervisor and one from another professional.
3. Explanation of financial need.

ADDITIONAL CRITERIA (1-5 POINTS AWARDED WITH 5 BEING THE HIGHEST):

1. Contributions to the applicant’s job and to his/her community.
2. Demonstrated contributions to the Wisconsin Park and Recreation Association (such as involvement in WPRA sections, committees, board, etc. - contributions within the last 5 years – 4 to 5 points).
3. Participation summary: reason expressed, presentation, organization, clarity and writing skills.
4. Appropriateness of the educational opportunity related to the parks and recreation profession for which grant is requested.
5. Previous grants received in the past years. (If a WPRA grant was received one year ago – 1 point, if two years ago – 2 points, if three years ago – 3 points, for maximum of 5 points).
6. Educational opportunity is a continuation of a previous program attended (if yes – 1 bonus point).

Date _____ Provide the amount you requesting/define use \$ _____
(Grant request amount, registration fees, other expenses (identify), etc.)

Identify the educational opportunity you are applying for _____

Name _____
Last First Middle

Title _____ Work Address _____

City _____ State _____ Zip Code _____

Phone (_____) _____ Email _____
Area Code

Number of Years in Profession _____ Previous Grants Received/Dates _____

College/University Attended _____ Major _____

WPRA Member ____ Yes ____ No

PLEASE ELECTRONICALLY SUBMIT THE FOLLOWING INFORMATION ON A SEPARATE SHEET OF PAPER

1. Financial need - please write a brief statement explaining your financial need.
2. Applicant to list and explain contributions to his/her job and to his/her community.
3. Applicant to identify and explain involvement in the Wisconsin Park and Recreation Association (such as involvement in WPRA sections, committees, board, etc.)
4. Participation summary – a narrative (up to one page) explaining how your participation at the educational conference/workshop will benefit you and why you should be selected for this grant. Briefly describe your career goals.
5. Two letters of reference – one from the applicant’s supervisor and one from another professional. Letter should address applicant’s responsibilities and professional contributions. Letters are to be e-mailed directly to the address listed below.
6. **IF NOT SUBMITTING ELECTRONICALLY, PLEASE E-MAIL APPLICATION AND LETTERS TO:** WPRA Foundation President Kelly Valentino kelly.valentino@villageofjackson.com and Rick Beattie rbeattie54@gmail.com. Please list ‘Subject’ as ‘Foundation Grant Request’
7. **REIMBURSEMENT PROCESS:** A typed summary and evaluation of the educational opportunity (no more than two pages) is required prior to reimbursement. The summary shall be submitted by email to the WPRA Foundation to Kelly and Rick above along with proof of completion of the educational opportunity and a receipt showing the grant recipient’s registration payment and associated costs. Reimbursement will be paid to the individual, not to the agency.