



## Joan Smith Memorial Fund Scholarship Application

Thank you for your interest in the Joan Smith Memorial Fund Scholarship.

### **Please review the criteria carefully.**

- Scholarships are awarded to MABA members in good standing or a Meridian Township business person. Nonmembers will require a Letter of Support from a current MABA member.
- Scholarships may be awarded for conferences, professional development seminars, training materials for staff/office as well as hosting a speaker for staff development or training. The Review Board will consider other professional development requests not listed. **However, travel expenses and lodging are not eligible.**
- **The recipient agrees to give a report of their experience to the MABA members at a monthly meeting following their event.**

### **Application Process:**

- Please submit copies of collateral materials such as conference brochure, speaker bio, etc. and the Letter of Support along with the application.
- **An individual may receive only one scholarship per calendar year.**
- Scholarships may be awarded for the full or partial requests. Scholarships are awarded on an on-going basis. Requests must be submitted a **minimum of 30 days prior** to the conference or training event.
- Upon verification of registration or speaker invoice, the MABA Treasurer will send check to the award recipient.

***The recipient agrees to allow MABA to use his/her name, company name and photo for promotional purposes if requested.***



### Joan Smith Memorial Fund Scholarship Application

Date: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

MABA Member  Non- Member, MABA Sponsor: \_\_\_\_\_

Meridian Township business

Date of Event: _____
Total cost of event or materials: _____
Amount requested: _____
Deadline for Event Registration: _____
Speaker Fees Deadline: _____
Scholarship requested for: <input type="checkbox"/> Conference <input type="checkbox"/> Professional Development Seminar
<input type="checkbox"/> Training materials <input type="checkbox"/> Speaker for staff development/training
<input type="checkbox"/> Other: _____

Please describe the event you plan to attend or the materials you wish to purchase with the funding:

How would receiving the funding benefit you?



Have you received a JSMF Scholarship previously?  No  Yes

If so, when and what was it used to fund?

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Remember!

- Attach a Letter of Support if not a MABA member
- Attach supporting collateral materials
- During the review process, the Review Board may contact you for any clarification that may be necessary

**Please email application and supporting documents to [mababiz@gmail.com](mailto:mababiz@gmail.com). Subject line: JSMF Application Packet**

<b>Review Board Use Only</b>	
Date received: _____	
<input type="checkbox"/> MABA Member in good standing	<input type="checkbox"/> Meridian Township business
<input type="checkbox"/> Application complete with supporting documents	
<input type="checkbox"/> Approved	Amount Awarded: _____
<input type="checkbox"/> Not Approved Reason: _____	