



# Federally Employed Women (FEW)/ Management Concepts Certificate Program Scholarships



## FEW and MANAGEMENT CONCEPTS LEADERSHIP CERTIFICATE PROGRAM SCHOLARSHIPS ELIGIBILITY AND APPLICATION PROCEDURES

### ELIGIBILITY REQUIREMENTS

1. The FEW/MC Leadership Certificate Program Scholarships are for FEW members and current Federal employees who have been a member for at least one year and are in good standing. **In 2020, two leadership certificate program scholarships will be awarded.**
2. Nominated applicants must complete an essay between 500 and 1,000 words, discussing why the applicant believes the leadership scholarship would enhance their career. The essay must address the transformative actions applicant would bring back to their agency after completion of the program. Additionally, the essay should tie into the 2020 theme of the FEW National Training Event – Virtual Leadership Summit: “Passing the Torch - Leading the Way”.
3. Applicants must submit a reference letter.
4. **Each program consists of six courses. Recipients must complete three core courses and three electives within three years of the first day of the first course attended.**
5. **Most classes are held in the Washington, DC area but some classes are also provided virtually. If you are selected please note you are responsible for travel to the classes.**
6. Recipients must begin the Certificate Program within **FIVE** months of being awarded a scholarship.
7. The scholarships are only valid in the name of the original recipient. They cannot be transferred.

### APPLICATION AND NOTIFICATION PROCEDURES

- a. All applicants must submit a complete application package and submit it to the required address postmarked no later than **June 19, 2020**.

It is the applicant’s responsibility to ensure the application package is complete and on time. Applicants will not be notified when items are missing. Applications with items missing after the deadline has passed will be considered incomplete. Incomplete or late applications will not be considered or acknowledged.

2. Acknowledgement receipts will be emailed to eligible applicants who submit a complete application by the deadline. Processing and emailing of receipts may take 4-6 weeks after the deadline, due to the volume of applications received. Applicants desiring earlier confirmation of delivery should use a mailing service that provides delivery confirmation.
3. All applications **MUST** include **one** self-addressed #10 envelope with **current first-class postage**.
4. Applicants will be notified of their final status by **June 30, 2020**. Please be aware that the scholarship committees make every effort to deliberate and provide final results prior to the National Training Program (NTP); however, unavoidable delays do sometimes occur.

### 5. MAILING INFORMATION

- a. Place all of the required materials, unfolded, in the same 9” x 12” (or larger) envelope. **NO FOLDING**.
- b. Mail the complete application package to: Management Concepts, Inc., 8230 Leesburg Pike, Suite 800, Tysons Corner, Virginia 22182 Attn: Michelle Clark
- c. Applicants desiring immediate confirmation of delivery should use a mailing service that provides delivery confirmation.
- d. Make sure your application package is postmarked no later than **June 19, 2020**.



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## FEW-MANAGEMENT CONCEPTS- LEADERSHIP AND SUPERVISORS CERTIFICATE PROGRAM SCHOLARSHIP APPLICATION

I, \_\_\_\_\_, wish to be considered for the FEW/Management Concepts Leadership Certificate Program Scholarships. I understand that this application will be available only to qualified people who need to see it in the course of their duties. I affirm that I am a FEW member in good standing and plan to pursue a career related to the certificate program I complete. This application, including the essay, is my own work or formally cited from other sources. I affirm that the information contained herein is true and accurate to the best of my knowledge and belief.

### I am applying for:

#### Leadership Certificate Program

The FEW/[Management Concepts Leadership Certificate Program](#) will help you gain the knowledge and experience you need to successfully prepare for new leadership roles, increase emotional intelligence and engagement capabilities, handle complex problems, and lead change.

### Biographical Questionnaire (Please type)

Legal name in full:

Date of birth:

SSN:

Phone:

Permanent Residence:

City:

State:

ZIP Code:

Email address:

ARE YOU:  U.S. CITIZEN  U.S. NATIONAL  U.S. PERMANENT RESIDENT

Agency:

GS Level:

FEW Membership Status: Active

FEW Membership No:

Years in FEW:

Region:

Chapter:



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## ACADEMIC INFORMATION

Current Education Level:

List the name of any college you have attended.	Year Began	Year Ended	Year Graduated	Degree Received
A.				
B.				
C.				

## FEDERAL GOVERNMENT EMPLOYMENT INFORMATION

List your Federal government employment history (most recent first).	Year Started	Year Ended
A.		
B.		
C.		

## HONOR/AWARDS INFORMATION

List any awards, honors, or scholarships you have received in the past four years. Please list in descending order of significance. You will have space to list up to four awards.

Name:	Date:	Description:

## ACTIVITY INFORMATION

List any programs and activities in which you have participated in your community. List community organizations such as service, volunteer, and religious organizations in which you are now active or have previously been active. Note leadership roles and dates.



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### ESSAY

Please provide an essay between 500 – 1,000 words explaining how this certificate program will enhance and further your career. Please tie it into the 2020 theme of the FEW's National Training Event – Virtual Leadership Summit: “Passing the Torch - Leading the Way”.

### STATEMENT OF ACCURACY

I hereby affirm that all the stated information provided by me to the FEW/Management Concepts Leadership Scholarship Committee is true, correct, and without forgery. I also consent that my picture may be taken and used for any purpose deemed necessary to promote the FEW/Management Concepts Leadership Certificate Program Scholarships.

I hereby understand that if chosen as a scholarship winner, according to FEW's Scholarship policy, I must provide evidence of registration before the certificate program scholarship can be awarded. Registration must be completed within FIVE months of award.

Signature of scholarship applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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



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ADDITIONAL INFORMATION REQUIRED		
<p>The following items must be attached to this application in order for the application to qualify to be reviewed by the scholarship committee. Your application will be returned to you if these items are not attached to this application. (No exceptions.) Circle "YES" or "NO" to be sure you have attached each item as required.</p>		
YES	NO	<p>One reference letter.            Mail to:            8230 Leesburg Pike            Tysons Corner, Virginia 22182            Attention: Michelle Clark/Federally Employed Women/Management Concepts Scholarship Committee</p>
YES	NO	<p>Essay (Please attach.): In 500-1,000 words, discuss the National Training Program theme "Commemorating 50 Years of Training — Encourage, Empower, Elevate" and how the certificate will enhance your career. One-inch margins top, bottom, left, and right; 12 point Times New Roman font; and double spaced.</p>