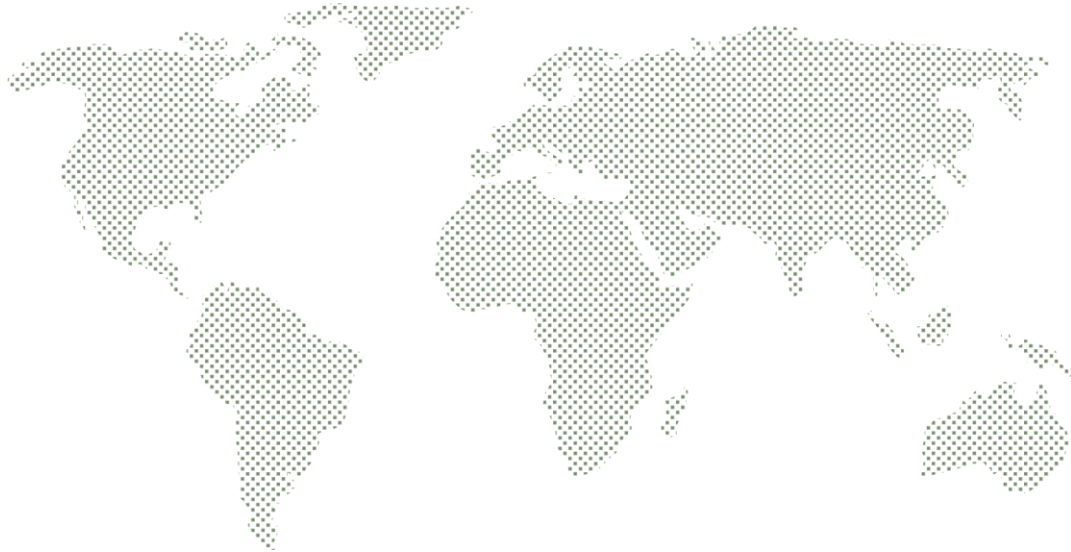




2019 IFMA FOUNDATION GUIDELINES



*IFMA Foundation scholarships are given based on **merit and other scholarship sponsor criteria.***

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PLEASE READ THROUGH GUIDELINES BEFORE COMPLETING THE APPLICATION

Deadline to submit application is 11:59 PM, April 30, 2019.

IFMA Foundation 2019 Scholarship Application
800 Gessner Road, Suite #900 | Houston, TX 77450

I. EXPECTATIONS

Thank you for your interest in a scholarship through the IFMA Foundation. We expect more than 100 applicants and approximately 40 scholarships to be awarded. Please review the entire guidelines to the application to make sure you understand all of the requirements.

Students have the sole responsibility for ensuring accuracy and compliance. Incomplete applications may result in disqualification. Hand written applications will not be accepted.

Decisions of the scholarship judges are final. **Deadline to submit application is 11:59 PM, April 30, 2019.**

Applicants will be notified of final results no later than July 31, 2019.

Winners of the 2019 IFMA Foundation Scholarship are **required** to attend World Workplace 2019 in Phoenix, Arizona from October 15 to 19. In addition to the scholarship, winners will be reimbursed the cost of flight, hotel, and food.

A complete application includes answering **all** the questions, meeting the word limitations, along with all of the supporting documents in **1 (one) PDF file**. Please include **your .jpeg or .png, high-resolution headshot** as a separate file. Fonts should be 10 or 12-point standard, easy-to-read fonts, such as Arial or Times New Roman. Some questions will request a minimum word count, points will be immediately deducted from responses that exceed the minimum word count.

If you have a special interest in an industry from the list below, please identify and communicate your intent in the application as appropriate.

- Airports
- Public Sector – Governmental Facilities
- Corporate Facilities – Corporate Headquarter Buildings
- Utilities
- The Service Industry / FM Outsourcing
- Academic Facilities
- IT Facilities
- Manufacturing Facilities
- Sustainability
- Hospitality Industry
- Health Care
- Legal
- Cultural Institutions
- Etc.

Applicants **must** include transcripts - it does not need to be an official copy. Any application without transcripts is automatically disqualified.

* Show the cumulative GPA of FM (or related courses) as it appears on your transcript(s). Calculate your GPA equivalent if not a 4.0 scale; or equivalent documented academic achievement level attained for your country (see below to convert your grade point average).

If the grade point average (GPA) was not calculated on a 4.0 scale (A=4, B=3, C=2, D=1), convert to the 4-point scale with the following formula: $GPA = 4 * X / Y$

- X = your grade point at your institution
 - Y = numerical value of the highest grade attainable at that institution
- Example: X=4.75 and Y=5.0 therefore $4.75/5.0=0.95 \times 4.0=3.8$ GPA on 4.0 scale.

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We are excited that you have made Facility Management your career of choice! All PDF 2019 Scholarship applications and photo files should be sent via email to Christina Gonzales, Program Support Specialist, christina.gonzales@ifma.org and an email confirmation should be sent within 24 hours. Please do not hesitate to contact Christina Gonzales with any questions, comments or concerns about the 2019 student scholarship program, +1-281-974-5651.

Email submissions should have a subject line that reads LAST NAME, FIRST NAME – 2019 IFMA Scholarship Application.

At the end of the application is a checklist to help guarantee a complete application. Please confirm and check all items before submitting application

II. SUBMISSION GUIDELINES

The order of documents in your PDF must follow the order of this application. Attach additional documents as exhibits at the end of the PDF document providing appropriate references are made to the exhibits in the flow of the application:

- application;
- transcripts;
- letter of professional intent;
- Two letters of recommendation;
- resume/CV
- additional supporting documents (i.e. additional list of courses, certifications, etc.)

You must submit your application following the application sequence above. Additional or edited documents will not be accepted once the initial application and supporting documents have been received and logged into roster of applicants.

A scholarship application is complete and valid only when the IFMA Foundation receives the emails with the PDF file (including all supporting documents) and a high-resolution photo no later than 11:59 PM on **April 30, 2019**.

III. SCORING GUIDELINES

Each question in the application is given a point value and will be next to the question in bold (#). A score sheet is given to the judges as a guideline for how to score each section of the application. Please note judges have their own way of reviewing and scoring and is still expected to use the same amount of points for each section. Points will automatically be deducted for answers that exceed the expected word count.

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JUDGING & SELECTION GUIDELINES

Judging is done by representatives from each of the scholarship sponsoring organizations, board of trustees, and facility management professionals. A minimum of three judges will review at least four student scholarship applications. The scores will be tallied up and divided by 3 to determine the average.

Applicants are judged on:

- academic and professional achievement
- letter of professional intent
- resume
- letters of recommendation
- geography
- industries of interest
- affiliation to IFMA Chapters and councils
- Professional facility management knowledge and the value it has in the field
- Establishing a unique and lasting impressions after reading application

Once all the applications are scored the sponsors will receive a list of the applicants, the average score, and student applications for review prior to the selection committee meeting. During the selection committee meeting winners of scholarships will be identified. Not all scholarships are the same in amounts and/or criteria. Some sponsors have specific criteria which may include region, affiliations, specific field, or other conditions. Post selection committee meeting IFMA Foundation will send an email to the selection committee confirming the winning name and amount. Once confirmed, students will be notified.

SCHOLARSHIP TIMELINE

1. Scholarship applications and supporting documents must be received by 11:59 pm, April 30, 2019.
2. Scholarship judging to be completed by early June 30, 2018.
3. Scholarship awards selection process completed by July 10, 2019.
4. Scholarship award winners (students) notified by July 30, 2019.
5. Travel arrangements to World Workplace 2019 must be completed by September 3, 2019.
6. Scholarship Awards will be presented at World Workplace in Phoenix, Arizona, USA on Tuesday, October 15, 2019 during the IFMA Foundation Celebration.

Good luck! We look forward to your submission

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