



2019 IFMA FOUNDATION SCHOLARSHIP HELPFUL TIPS

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

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. We want you to have all the information needed to have a successful application experience. Please review this entire document before completing the application to make sure you understand all parts of the scholarship program.

COMMONLY ASKED QUESTIONS

- I. How do I apply for this scholarship and what is the best way to submit my application?
- II. What I need to complete the application?
- III. Grade point average, how to determine national and international grades?
- IV. Why do I have to attend the 2020 IFMA World Workplace in Chicago, IL?
- V. How is my application scored?
- VI. How does the IFMA Foundation select applicants for the scholarship?
- VII. Who can I talk to for help or questions about the scholarship?

PLEASE READ THROUGH THIS DOCUMENT BEFORE COMPLETING THE APPLICATION

Deadline to submit application is 11:59 PM, Thursday, April 30, 2020.

IFMA Foundation 2020 Scholarship Application
800 Gessner Road, Suite #900 | Houston, TX 77450

HOW DO I APPLY FOR THE SCHOLARSHIP AND WHAT IS THE BEST WAY TO SUBMIT MY APPLICATION?

Download the application from www.foundation.ifma.org/scholarships. Complete the application.

Please note judges have limited time, which is why we request questions such as listing classes related to the facility management field, making it easier for the judges to review. Decisions of the scholarship judges are final.

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

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.

Deadline to submit application is 11:59 PM, Thursday, April 30, 2020.

Applicants will be notified of results after the selection committee meeting, no later than July 31, 2020.

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.

Please make sure to submit your scholarship application as a PDF. It would be helpful to make sure the section of the application is at the top of the page.

2020 IFMA Foundation Scholarship Application Form

Academic Study Elements

SECTION A
(23 possible points)

3. Please list any academic awards, honors, and/or notable accomplishments outside facility management field. (3 points)

Award/honor/notable accomplishment	Date	Describe in three sentences or less
Click or tap here to enter notable accomplishment.	Click to enter a date.	Click or tap here to enter text.
Click or tap here to enter notable accomplishment.	Click to enter a date.	Click or tap here to enter text.
Click or tap here to enter notable accomplishment.	Click to enter a date.	Click or tap here to enter text.
Click or tap here to enter notable accomplishment.	Click to enter a date.	Click or tap here to enter text.
Click or tap here to enter notable accomplishment.	Click to enter a date.	Click or tap here to enter text.

4. Please list and describe academic research projects and the role you were responsible. (2 points)

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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;
- letter of recommendations;
- 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.

Email submissions should have a subject line that reads LAST NAME, FIRST NAME – 2020 IFMA Scholarship Application.

Review the checklist to help guarantee a complete application. Please confirm and check all items before submitting application

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 **Thursday, April 30, 2020.**

WHAT DO I NEED TO COMPLETE THIS APPLICATION?

Here is a checklist of items that are needed to submit a complete application:

- Complete contact information
- List all facility management or related field courses
- Include a copy of transcripts
- Include letter of professional intent
- Include letter of recommendation #1
- Include letter of recommendation #2
- Include Resume/CV
- Include signed photo release
- Attach a separate file of a high resolution .png or .jpeg file headshot (photo) of yourself that can be used for marketing and recognition if you are awarded a scholarship.
- Check grammar and word count

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GRADE POINT AVERAGE, HOW TO DETERMINE NATIONAL AND INTERNATIONAL GRADES?

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.

For potential applicants outside the USA, please review the International Grade Equivalencies listing attached on our scholarship website page.

WHY DO I HAVE TO ATTEND THE 2020 IFMA WORLD WORKPLACE IN CHICAGO, IL?

Winners of the 2020 IFMA Foundation Scholarship are **required** to attend IFMA World Workplace 2020 in Chicago, IL September. In addition to the scholarship, winners will be reimbursed the cost of flight, hotel, and food. During your time at World Workplace, the IFMA Foundation provides opportunities for students to gain experience with networking, engaging with professional industry leaders, and potentially interview with Global Workforce Initiative Partners, and other major sponsors and global leaders.

Our priority is to highlight you, your talent, and introduce you to the various possibilities you will have within this industry. You will have an opportunity to meet and greet with your sponsor, engage with IFMA Fellows and attend educational sessions. Make sure to place this in your schedule as you submit your application.

We are excited that you have made facility management your career of choice! All PDF 2020 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 2020 student scholarship program, +1-281-974-5651.

HOW IS MY APPLICATION SCORED?

Each section of the application is given a total possible number of points. Judges will review the responses to each question and score each response. Judging is done by representatives from each of the scholarship sponsoring organizations, board of trustees, and facility management professionals.

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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

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 final score. At least three judges will review the application and an average will be taken from the three scores.

Example: Judge A score + judge B score + Judge C = Total judge score ÷ 3 = final score

HOW DOES THE IFMA FOUNDATION SELECT APPLICANTS FOR THE SCHOLARSHIP?

Applicants are listed based on highest score descending to the lowest. 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, winning applicants will be notified.

WHO CAN I TALK TO FOR HELP OR QUESTIONS ABOUT THE SCHOLARSHIP?

Have more questions? Please contact Christina Gonzales, Program Support Specialist, as christina.gonzales@ifma.org or at +281-974-5651.

Good luck! We look forward to your submission.

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