

## Summer Session 2018 Grant Award Rules

### **General**

- The grant award will consist of one free registration fee and two or three nights free lodging at the event host hotel for the above mentioned seminar. This does not include transportation and meals expenses.
- The number of grant awards available may vary from year to year based on the Grant Fund. It is the intent to award a minimum of three.
- Applications received will be reviewed for completeness and eligibility by Grant Committee.
- Grant award winners will be selected of all eligible applications properly submitted and received.
- Winners will be announced by ISM – RGV on or about May 1st, 2018.

### **Who Can Apply**

- Grant applicant must be currently employed in a purchasing department or related department.
- The applicant may win a grant only once every three calendar years. For example, if an applicant is selected in calendar year 2016, the applicant is not eligible to apply again until calendar year 2019.

### **Application Form**

- Applications must be received at the address specified on the application by midnight on the date specified.
- An individual may submit only one application per conference.
- Applications may be submitted via mail or email.

### **If Notified, Grant Winner Will...**

- Once notified the grant award winner is responsible for making the hotel reservation in their name and securing the room with a credit card. ISM – RGV will pay the hotel for the two or three nights lodging (including taxes) at the standard room rate offered to attendees for single occupancy. Any additional hotel charges are the responsibility of the grant award winner.
- The grant award winner is responsible for registering for the conference/workshop and noting “grant award – no charge” on the registration form.



Summer Session 2018

Grant Application Form

Deadline: March 30, 2018

Name of Applicant \_\_\_\_\_ Title \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

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

1. Does your organization offer training for its procurement staff?
Yes No Somewhat

2. How many years of purchasing/procurement experience do you have?
Less than 1 year 1-5 years
5-10 years More than 10 years

3. How often do you receive training on procurement policies and procedures?
Always Frequently Sometimes
Rarely Never

4. How long have you been working for your governmental entity?
Less than 1 year 1-5 years More than 5 years

5. What kind of training would you like to receive and how would you put it into practice?
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

6. Please state why you should be considered for one of the grants and why you want to attend this seminar.
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
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\_\_\_\_\_

Return the completed application by March 30, 2018 to:
ISM- RGV Timeline Grant Program, P.O. Box 2047, Brownsville, Texas 78522-2047
or email to: adrian@ismrgv.org
Please use email subject: Summer Session 2018 Grant Program