



## Women in Leisure Services – Gamma Chapter

*“A Professional Connection for Women”*

### **PROFESSIONAL DEVELOPMENT GRANT CRITERIA**

#### **OBJECTIVE**

The Women in Leisure Services, Gamma Chapter is proud to offer a grant program to provide financial support to women who seek assistance in attending educational trainings, networking opportunities, or becoming a new Gamma Chapter member. Grants will be awarded based upon the qualifications of the applicant, as determined by the Scholarship Committee.

#### **ELIGIBILITY AND REQUIREMENTS**

1. Applicant must either be an active member of WILS-Gamma Chapter, or applying for funds to cover the cost of a new or returning Gamma membership that has been expired for over a year. Members serving on the scholarship committee may not submit applications for grant funding.
2. Applicant must be employed in a full-time or part-time capacity in the field of Recreation and Leisure Services, or a closely related field within the Gamma Chapter boundaries (Los Angeles/Orange/San Bernardino/Riverside Counties).
3. Grants will be awarded throughout the year. Only one grant or student scholarship may be awarded per member, per fiscal year (June 1 – May 31).
4. Applicant must submit a completed Professional Development Grant Application, Professional Resume, and one (1) Gamma Chapter Recommendation Form completed by a supervisor or professional reference.

#### **SELECTION PROCEDURES**

Applications will be reviewed by the Scholarship Committee as they are received throughout the fiscal year. Grants will be issued based upon availability. There will be at least two (2) grants available to cover the cost of new memberships each year. Applicants must submit all supplemental documents to be considered for a grant. In the event there are more applications than funds available, applications will be sorted first by total score, then by date received.

#### **FUNDING DECISIONS**

Funding decisions are made by the Women in Leisure Services Board of Directors. The number of grants available will be determined when the Annual Budget is approved by the membership at large during the Annual Business Meeting (typically held in August).

#### **APPLICATION DEADLINE**

Grant applications will be accepted beginning August 1 of each year. Applications must be received at least **30 days prior** to the event or training date to ensure the committee has time to meet and review applications and notify grant recipients. New membership grant requests will be accepted year-round as availability allows. Applicants are encouraged to apply for grants at the beginning of the fiscal year, regardless of when the event will take place during the year. Applicants will be notified of the status of their grant application within 2-4 weeks of receipt of application.

#### **APPLICATION SUBMISSION**

Application may be submitted electronically to [Kassy.Riggle@costamesaca.gov](mailto:Kassy.Riggle@costamesaca.gov), or mailed to:  
City of Costa Mesa - Parks & Community Services Department  
ATTN: Kassy Riggle  
P.O. Box 1200  
Costa Mesa, CA 92628

#### **QUESTIONS**

Contact Kassy Riggle, Scholarship Co-Chair, at (714) 327-7526 or [Kassy.Riggle@costamesaca.gov](mailto:Kassy.Riggle@costamesaca.gov)



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### PROFESSIONAL DEVELOPMENT GRANT APPLICATION

#### PERSONAL INFORMATION

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

Current WILS Member:  Yes  No Employer/Agency: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_

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

#### REQUESTING GRANT FUNDS FOR (Select One):

- NEW Membership Fees  Fall Food for Thought (10/11/18)  Winter Social (1/10/19)  
 Fall Workshop (11/8/18)  Spring Food for Thought (4/2/19)

#### SUPPLEMENTAL QUESTIONS

1. How will you benefit from receiving a Professional Development Grant, and why did you make your selection?

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2. Describe how your work in Recreation and Leisure Services or a related field impacts your community.

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#### REQUIREMENTS

All applications must include a professional resume, Gamma Chapter Recommendation Form completed by a supervisor or professional reference.

**I certify that all information submitted is accurate and complete:**

**X** \_\_\_\_\_

Applicant's Signature

\_\_\_\_\_

Date