

Application for Establishing a Scholarship or Grant



Established in 1990, the American Society of Safety Professionals Foundation advances the occupational safety and health profession through a focus on education, leadership development and research. Our initiatives benefit the global community, while also providing educational opportunities and financial resources to benefit students, professionals, and their families.

Over the years, our scholarship and grant program has grown substantially. We now provide more than \$350,000 each year to support the education of more than 100 safety students and professionals. These programs are possible thanks to the support of many ASSP members, member communities, corporations and like-minded groups. Helping students and practicing OSH professionals overcome the financial burdens of continuing education truly helps save lives.

Workplace safety initiatives continue to accomplish great things in today's dynamic workplaces – from implementing new machine safeguards to addressing worker fatigue to ensuring workers at height are protected against falls, lives are being saved each day.

But we can, and must, do so much more. Each day, 12 people don't return home to their families because of work-related incidents in the U.S. alone, and globally the statistics are even more troubling. That is why we must continue to bring more attention to workplace safety. Today's safety students and professionals are the future.

Keeping our community strong means giving back to our profession so that it continues to grow, evolve and succeed in protecting more people worldwide. It is our mission to support those dedicated to protecting worker well-being, encourage their continued development and offer the guidance they need to make it happen.

Establishing a Foundation scholarship or grant creates opportunities that help advance all those who endeavor to protect people from harm. By investing in the future of the safety profession, you demonstrate your commitment to be a part of tomorrow.

And you support them because you know Safety Matters.

Scholarship and Professional Education Grant Program

You can provide an academic scholarship and professional education grant by establishing a dedicated fund. Our program operates on a 12-month cycle.

- August: Donors provide/confirm award criteria.
- September: Program opens. Students apply online.
- December: Applications due.
- December - March: Scholarship Committee reviews eligible applications.
- April: Recipients announced.
- May: Awards mailed to recipients.

Minimum Scholarship Requirements

To be eligible for a scholarship, students must be enrolled in a degree-seeking OSH or related degree program and be in good standing. Students must submit a transcript as well as a letter of recommendation with their application. Other conditions that an applicant must meet at the time of application*:

- Undergraduate Students - 3.0 GPA minimum
 - Associate's Degree Program - Minimum 24 credit hours attained
 - Bachelor's Degree Program - Minimum 60 credit hours attained
- Graduate Students - 3.5 graduate GPA minimum in addition to an undergraduate GPA of 3.0

Distinction between full-time and part-time enrollment is determined by the number of credits currently taken:

- Full-time enrollment
 - Undergraduates: 12+ credit hours
 - Graduates: 9+ credit hours
- Part-time enrollment
 - Undergraduates: 3-11 credit hours
 - Graduates: 3-8 credit hours

Minimum Grant Requirements

Grants are available to all safety professionals who want to advance their education. Applicants must be safety professionals who are not primarily students, and their education must be supplemental to their primary role in a safety-focused or related position. Grants are generally available, though not exclusively limited, to individuals seeking funding for the following:

- Attending a professional education seminar or symposium
- Attending a professional development conference
- Certification fees (CSP, ASP, ARM, CFPS, CHST, CHMM, CLCS, OHST, OSHA courses)
- Supplementary college coursework

Recipient Selection

Our Scholarship Committee is made up of volunteers within the safety community. They review all eligible applications against a rubric, then applicants are matched with the most appropriate award(s) based on the criteria set by each fund's creators.



Establishing a Scholarship or Grant

Step 1: Determine if you want to create a visionary fund or an advocate fund.

We offer two fund policies that provide flexibility in meeting your goals.

- A visionary fund is best if you wish to secure a long-term investment in the safety profession. Visionary funds require a larger initial investment and a scholarship or grant will be awarded annually as long as the principle benchmark has been met.
- An advocate fund requires only a minimum amount to manage and disburse awards each year. It is best for those who do not wish to incur the larger initial investment required by a visionary fund or those who prefer to “pay as you go.”

The minimum scholarship award amount is \$1,000. In some cases, professional education grants may be less than \$1,000.

Step 2: Learn what level of donation is needed to establish a fund.

- To establish a visionary fund, we require a minimum of \$30,000. (However, you can start the fund with \$2,500).
- To establish an advocate fund, we require a minimum of \$1,300.

Minimum Visionary Fund Balance for Awards								
Award Amount	\$1,000	\$1,500	\$2,000	\$2,500	\$3,000	\$3,500	\$4,000	\$4,500
Funding Required	\$30,000	\$45,000	\$60,000	\$75,000	\$90,000	\$105,000	\$120,000	\$135,000

*These numbers are based on the ASSP Foundation Restricted Fund Policy for Visionary Awards.

Step 3: Determine whether you want to fund the entire balance with your first donation.

For Visionary funds, we ask for an initial donation of \$2,500. After that, you can make subsequent payments until the fund reaches the endowment benchmark of your choice. However, you must establish your financial goal and timeframe when you create the fund. An award will not be paid out until the fund balance reaches at least \$30,000.

Step 4: Understand the role of interest.

Visionary funds in excess of a benchmark will earn 3.33% interest until reaching the next benchmark. For example, if \$40,000 is donated, \$1,000 will be paid out in an annual scholarship and \$10,000 will earn interest each year until the next benchmark is reached.

Advocate funds do not earn interest.

Step 5: Establish award criteria.

We will help you develop unique award criteria that best matches your objective. This application includes a section in which you establish baseline award eligibility and provide a list of tiered preferences that further delineate eligibility.

For example, only, you might place preference on the following aspects:

- Membership with a specific ASSP member community (chapter, region, practice specialty, common interest group)
- State or region of residence
- Language proficiency
- Degree or professional focus
- Military service
- Gender
- Ethnicity

Step 6: Determine if you want to create multiple awards.

We are happy to help you award multiple awards from a single fund. However, the criteria for each award must be the same. If the criteria are different, we will charge an additional management fee for each individual award.

Step 7: Know your funding obligations.

If you are establishing a visionary fund, your goal should be to make it self-sustaining. Once the fund reaches that point, you no longer need to donate to the fund to ensure its continuance. However, any further donations enable the fund to grow, which can lead to a higher-value award or multiple awards.

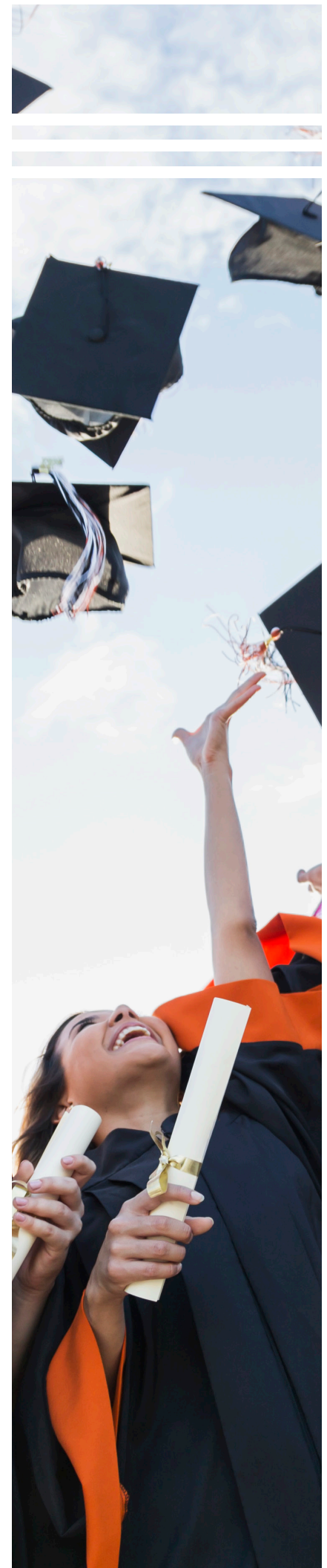
With an advocate fund, we require that the fund maintain at least a \$1,300 balance. Please note that you do not have to award a scholarship or grant each year. Continued donations are needed to maintain these types of funds.

Step 8: Understand our management fees.

Visionary funds do not incur fees. For the Advocate program, our annual fee is \$300 for awards under \$5,000. For awards greater than \$5,000, we charge 7% of the award amount. This fee pays for advertising, scholarship selection, mailing costs and publicity via our website and other outlets. These fees are deducted from your fund balance by March 31 in each year that the scholarship or grant is awarded.

Step 9: Get recognized for your contribution.

We communicate your fund through various ASSP communications channels, as appropriate. We also encourage you to share information about your fund to your key audiences.



Donor Information

Name _____

Acting on Behalf of _____
ASSP Chapter or Company Name, if applicable

Address _____ Apt or Suite _____

City _____ State _____ Zip _____

Email _____ Phone _____

Award Information

Award Type ☐ Visionary ☐ Advocate

Award Name _____

Award Type ☐ Scholarship ☐ Professional Education Grant

Annual Award Amount ☐ \$1,000 ☐ \$1,500 ☐ \$2,000
☐ \$2,500 ☐ \$3,000 ☐ Other \$ _____

Comments _____

University Contact Information

Complete section only if award is a scholarship that will be restricted to a specific university.

University Name _____

Department Chair _____

Email _____ Phone _____

Award recipients will be selected based on the following criteria.

Scholarship Award Information

Complete section only if award is a scholarship.

Base Eligibility (Check all that apply. See descriptions on page 4.)

Academic Level: ☐ Associate ☐ Bachelor ☐ Master ☐ PhD
Enrollment Status: ☐ Full-time ☐ Part-time

Professional Education Grant Award Information

Complete section only if award is a professional education grant.

Base Eligibility (Check all that apply.)

Professional Education: ☐ Seminars ☐ Symposia ☐ Conferences
☐ Certification Courses, Workshops and Exams:
☐ College Coursework

List specific courses (ex. CSP, ASP, CIH, etc.)
otherwise all will be considered.

Additional Criteria for Scholarship or Grant

If no candidate matches your first preference, candidates will then be rated against your second preference, and so on. Fill out additional criteria only if you wish to place additional restrictions on your award. Otherwise, your award will be matched with the best applicant on a national basis.

Preference # 1 _____
Preference # 2 _____
Preference # 3 _____
Preference # 4 _____

Award criteria preferences can place restrictions on applicant gender, ethnicity, university, residence, diversity, language proficiency, ASSP chapter membership, etc. among other options. The more restrictions placed will reduce the number of eligible candidates. If no candidate meets the criteria established by the donor, the Foundation will award the funds to the closest match. Restrictions can be disregarded on advice of legal counsel.

Initial

ASSP Foundation Restricted Fund Policy

For Visionary Funds

1. Minimum amount required to establish a Visionary fund is \$2,500. If after 5 years the balance has not reached \$30,000, the fund will be converted to an Advocate Fund.
2. The Foundation will pay out a scholarship or grant once the funding benchmark for the award has been reached. For example, \$1,000 will be awarded annually once \$30,000 has been donated. (See chart for various funding options).
3. For new donors, the first award will be made no sooner than 12 months after the benchmark is met. To award sooner or during the next scholarship cycle, the donor would need to add the first year's award to the fund balance.
4. Funds in excess of a benchmark will earn 3.33% interest until reaching the next benchmark. For example, if \$40,000 is donated, \$1,000 will be paid out in an annual scholarship and \$10,000 will earn interest each year until the next benchmark is reached.
5. Visionary funds will not incur any fees.

Annual Award Amount								
	\$1,000	\$1,500	\$2,000	\$2,500	\$3,000	\$3,500	\$4,000	\$4,500
Funding Required	\$30,000	\$45,000	\$60,000	\$75,000	\$90,000	\$105,000	\$120,000	\$135,000

Annual Award Amount								
	\$5,000	\$6,000	\$7,000	\$8,000	\$9,000	\$10,000	\$11,000	\$12,000
Funding Required	\$150,000	\$180,000	\$210,000	\$240,000	\$270,000	\$300,000	\$330,000	\$360,000

For Advocate Funds

1. The minimum amount needed to establish an Advocate fund is \$1,300. \$1,000 will be distributed as a scholarship and \$300 for the administrative fee.
2. If an Advocate Fund balance reaches \$30,000, it can be transferred to a Visionary Fund with donor approval and will then be subject to the Visionary Fund Program Rules
3. The annual management fee is \$300 for awards \$4,999 or less and 7% for awards \$5,000 or more.
4. Advocate funds do not earn interest.
5. Donors may opt out of the Advocate program at any time. Donations remaining in the fund will be liquidated to support other educational programs.

Annual Award Amount								
	\$1,000	\$1,500	\$2,000	\$2,500	\$3,000	\$3,500	\$4,000	\$4,500
Funding Required	\$1,300	\$1,800	\$2,300	\$2,800	\$3,300	\$3,800	\$4,300	\$4,800

Annual Award Amount								
	\$5,000	\$6,000	\$7,000	\$8,000	\$9,000	\$10,000	\$11,000	\$12,000
Funding Required	\$5,350	\$6,420	\$7,490	\$8,560	\$9,630	\$10,700	\$11,770	\$12,840

For Both Visionary & Advocate Funds

1. Minimum annual scholarship or grant is \$1,000. When necessary, the Foundation reserves the right to allocate professional education grants at amounts less than \$1,000.
2. "Donor" refers to the original party that established the fund. For donors that are individuals, the ASSP Foundation Board assumes discretionary control after the lifetime of the donor.
3. The designated contact will be notified of their award recipient(s) on or around April 1 of each year the award is granted. The designated contact is also responsible for informing the Foundation of any changes to their contact information.
4. All contributions are made to the ASSP Foundation, a 501(c)(3) charitable organization. Contributions cannot be returned to the donor.
5. If multiple scholarships are awarded from one fund, the criteria must be identical. The only exception is the name of the award.
6. The ASSP Foundation Board of Trustees reserves the right to alter the interest rate, charge an administrative fee, or alter the annual award from time to time to reflect current market conditions.

I have read and agree to all terms as outlined above in the ASSP Foundation Restricted Fund Policy.

Approved and accepted by:

Donor Signature

Date

Mary C. Goranson

Date

Director, ASSP Foundation

Make a copy for your records. Then, return completed form and a donation to the
ASSP Foundation, 520 N. Northwest Highway, Park Ridge, IL 60068 or donate at www.foundation.assp.org/donate

