



2014 IFMA Foundation Scholarship Application

Email Receipt Deadline is Midnight of May 20, 2014

*IFMA Foundation scholarships are awarded on the basis of **merit, not need**. Scholarship applications are evaluated on achievements/accomplishments, involvement, letter of professional intent, resume, recommendation letter, etc. Please review the entire application to make sure you understand all of the requirements.*

Students have sole responsibility for ensuring accuracy and compliance. Any variance from requirements will be cause for disqualification. No hand written applications will be accepted. Decisions of the scholarship judges are final. Applicants will be notified of the results by the beginning of August 2014 by email. No telephone calls please.

Eligibility

Eligibility requirements for all applicants:

- Must be a Facility Management or related field “Degree” seeking student (Associates, Bachelors or Graduate) as defined by your university at the time of submitting the application **and** at the time of receiving the scholarship (to be awarded September 18, 2014).
- Must be enrolled in a facility management (or related field) degree program in an accredited institution.
- Students must be officially enrolled in an FM or related Associates, Bachelor’s or Graduate Degree level program to be eligible for consideration.
- A working student is acceptable
- Must have a minimum Grade Point Average (GPA) of 3.2 or be able to document that your academic study achievement is at an 80% of highest grading evaluation maximum scale for Associates Degree Level. A 3.5 GPA or be able to document that your academic study achievement is at a 90% of highest grading evaluation maximum scale for Bachelors and Graduate Levels. This differs from country to country.
- Applicants awarded a scholarship must attend the IFMA’s World Workplace Conference (WWP) and Exhibition to be held in New Orleans, LA , September 16 – 19, 2014, in order to receive their scholarship. This requirement is mandatory. The scholarship includes attendance to the educational sessions associated with WWP (costs included in scholarship). Travel and associated fees and expenses will be paid by the scholarship sponsor.

IFMA Foundation Scholarship Application Form

Please provide all information available, make sure to indicate your address, phone number and email address we can contact you any time with questions and notices.

All information must be TYPED – No handwritten responses will be accepted!

Name: _____ **Date:** _____

Current Address

Academic Degree Level:

Associates Degree: _____

Bachelor's Degree: _____

Graduate Degree: _____

Telephone Number you can be reached at any time: () _____

E-mail address you can be reached at any time: _____

Mobile Number We Can Text you. Must be able to reach at any time: -

College/University you are attending? _____

What is your anticipated date of graduation? _____

Education (*List schools (college / university) in chronological order with most recent first*):

Institution	Date From/To	Degree	Major	*GPA
	to			
	to			
	to			

*** Show the cumulative GPA as it appears on your transcript(s), or calculate your GPA if not available on transcript on a 4.0 scale or be able to show the documented academic achievement level attained for your country. Following is an example of how we would like to see how you were able to convert your grade point average. **Attach a copy of your transcripts. If we need an official copy later we will request it.****

If the grade point average (GPA) for a particular institution was not calculated on a 4-point scale (A=4, B=3, C=2, D=1), please convert it to the 4-point scale using the following formula: $GPA = 4 \frac{A}{B}$ where:

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

Required Scholarship Application Content

Please answer each of the following “Scholarship Application Required Elements” in the order as follows. Please make sure you clearly identify each element (i.e. A1, A2, etc.). Judging will follow this orders.

Academic Study Section “A” **(32 possible total points)**

1. **Primary Course of Study GPA – 4pts.**
Include / attach a copy of your transcripts
2. **Academic Achievements/Accomplishments – 3pts.**
Please list any academic awards or honors you have received as well as any notable accomplishments. They don’t have to be FM related.
3. **Academic Engagement in FM Research – 2pts.**
Please list those academic research engagements you were involved.
4. **Facility Management Related Courses – 4pts.**
Identify all Facility Management related courses. Include course name, description, course level (100, 200, 300, etc.). Include your individual grade you received for each course listed.
5. **Grades in FM Related Courses – 4pts.**
Include / attach a copy of your transcripts
6. **Academic Leadership Skills – 4pts.**
List those instances when you have excelled in a leadership role; be specific.
7. **Academic Team Skills – 3 pts.**
List those activities you have been involved in that required team interaction and communication. What was your role and how did you handle it?
8. **Most Valuable / Important FM Project – 3pts.**
Identify an FM Project that had significant impact to your academic experience
9. **Letter of Recommendation – 5pts.**
Please attach a letter of recommendation from your most recent employer or the organization where you had your most recent internship or from your academic faculty advisor. Ask your supervisor / manager / faculty advisor to write a letter recommending you for a scholarship. The correspondence should highlight performance characteristics that demonstrate your FM skills and potential future success in the profession. The Letter of Recommendation evaluation must be personally signed by the evaluator along with an email address and a telephone number. An unsigned recommendation will invalidate your scholarship application.

Facility Management Elements Section “B”
(32 possible total points)

10 **Definition of Facility Management – 5pts.**

Please describe in your own words what “facility management” is and how you see FM being used in the normal flow of business. (This definition should be 150 to 200 words in length).

11 **Explain Your Future Facility Management Aspirations / Letter of Professional Intent – 4pts.**

Please attach a letter of professional intent describing your short and long-term career goals **in facility management or related field**. Please do not describe what you have done, but what you **plan** to do in your FM career. Please limit your essay to 250-500 words.

12 **Communication Skills – 4pts.**

Demonstrate your ability to communicate effectively.

13 **Interpersonal Skills – 4pts.**

Demonstrate your interpersonal skills. How do you interact with others in a broad range of business settings?

14 **Depth of Knowledge of the IFMA 11 Core Competencies – 3pts.**

Identify and describe in your own words the IFMA 11 Core Competencies

15 **Engagement in Facility Management Related Activities – 3pts.**

Please describe your facility management related activities or experiences. This should include any FM activities or experiences, employment and FM academic project courses.

16 **Facility Management Experience – 3pts.**

Please describe an FM or related internship, cooperative work, work study activity you have been involved in during your academic pursuit.

17 **FM Related Achievements/Awards – 3pts.**

Please list any awards or honors you have received as well as any notable accomplishments; i.e. scholarships, grants, merit awards, professional awards and student awards.

18 **Professional Credentials / Certification – 3pts.**

Identify your current professional credentials (IFMA, CM, IIDA, AIA etc.) or if you are planning to achieve one in the near future, i.e. next 1-3 years.

Facility Management Involvement Section “C”
(21 possible total points)

- 19 **Membership of Professional Association – 2pts.**
Identify those professional associations you are a member.
- 20 **Membership of Professional Association Student Chapter – 4pts.**
Identify those professional associations’ student chapters you are a member.
- 21 **Identify Activity and Engagement with the Professional Association – 5pts.**
Identify your activity and engagement you have been involved with the professional association
- 22 **Participation in Professional Association Research – 3pts.**
Identify your participation in professional association research.
- 23 **Understanding of FM and FM Issues – 4pts.**
Identify and demonstrate your ability to problem solve an FM issue. Use a course project or an internship project as an example
- 24 **Describe Other FM Related Activity Involvement – 3pts.**
Academic study, work, research, job assignments, etc.

Scholarship Application Quality Elements Section “D”
(15 possible total points)

- 25 **Resume/CV – 5pts.**
Please attach a copy of your resume/CV. The document should include your work history, and notable accomplishments. List the principal jobs you have held, including military service, in chronological order with the most recent job first. Include the name of each organization, your title/position, a description of responsibilities and period of employment. Limit - 2 pages.
- 26 **Application Appearance and Organization – 5pts.**
Professional appearance and presentation. Did the submitted application follow the guideline?
- 27 **Unique and Exemplarily Impression – 5pts.**
Creative and lasting impression. Did the application leave a positive lasting impression?

Judging Guidelines

Note: your completed application along with all of the supporting documents must be submitted in 1 (one) PDF document (please see page 6 of this document titled “Scholarship Application Documentation Submittal Checklist”). You must submit your application following the sequence (alpha numeric sequence) of this application. We will not accept additional or edited documents once the initial application and supporting documents have been received and logged into our scholarship roster of applicants. This is the first phase of the judging process.

Scholarship Application Documentation Submittal Checklist

This application for a scholarship becomes complete and valid only when the IFMA Foundation receives the completed Scholarship Application with supporting documents emailed no later than midnight on May 20, 2014. It will be each Scholarship Applicants responsibility to submit **one** complete PDF document that has all categories of the application competed. Please follow the application sections and categories as you complete your application for submittal. Failure to follow the document flow will be cause for application rejection.

Any document that is more than several paragraphs should be added as an exhibit attachment located at the end of the PDF document. As an example this could include some of the following (*this is not an inclusive list!*):

1. Achievements/Accomplishments
2. Leadership Skills
3. Involvement in FM Related Activities
4. Letter of Professional Intent
5. Definition of Facility Management
6. Briefly describe IFMA’s core competencies
7. Resume
8. Letter(s) of Recommendation (more than 1 appraisal is acceptable)
9. Transcript(s) (If we determine later we need official transcripts, we will ask for them)

Judging is done by the scholarship sponsors and is a time-consuming task; therefore, specific requirements have been established for all submittals to ensure the judging process is as objective as possible.

If you have a special interest in a particular area from the list below, please identify and communicate your intent.

- Airports
- The Public Sector – Governmental Facilities
- Corporate Facilities – Corporate Headquarter Buildings
- Utilities
- The Service Industry

- Academic Facilities
- IT Facilities
- Manufacturing Facilities
- Sustainability
- Hospitality Industry

Please fill out the application form thoroughly. Once the deadline has been reached, all eligible applications and supporting documentation will be assembled in an electronic file for each judge. Any submission not meeting these criteria will be disqualified. Please follow the specific guidelines below:

1. Type or computer-generate the forms. Font should be 10-12 point standard, easy-to-read fonts, such as Arial or Times New Roman.
2. All **PDF applications** should be sent via email to Cara Johnson at cara.johnson@ifma.org

Scholarship Timeline of Activities:

1. Scholarship applications and supporting documents must be received by midnight May 20, 2014
2. Scholarship judging to be completed by mid-July 2014
3. Scholarship awards selection process completed by end of July 2014
4. Scholarship award winners (students) notified and travel arrangements to WW14 completed by early August 2014
5. Scholarship Awards presented at WW in New Orleans, LA, September, 18, 2014.