



## Battlefield Lodge 43

### Charitable Foundation, Inc.

#### Continuing Education Grant Program

##### Overview:

The Board of Directors of the Charitable Foundation voted to create a “Continuing Education Grant Program.” These grants will be awarded on an annual basis in June of each year to three (3) different classifications of applicants. These grants conform to the mission statement and goals of the federally tax-exempt non-profit foundation. The amount of the grants shall be determined by the grant committee, but shall not be less than \$1000 each. The committee, based on available funds, shall set the number of awards per classification each year.

There will be three (3) classifications of awards:

1. **“Graduating High School Seniors”** who express a desire to enter a career in law enforcement.
2. **“Family members”** of Battlefield Lodge #43 Fraternal Order of Police who desire to continue their higher education.
3. **“Regular members”** of Battlefield Lodge #43 Fraternal Order of Police who are currently working in their law enforcement career (excludes retired members) who desire to continue their higher education or acquire additional job skills.

NO individual recipient may receive a grant in multiple classifications within the same year from Battlefield Lodge; this does NOT preclude the recipient from receiving scholarships in the same year from the State or National FOP Lodges.

Classifications/Qualifications:

1) **Graduating High School Seniors**

Applicants must:

Be a graduating (in the year of the award) high school student, public or private, in Prince William County, or the cities of Manassas and Manassas Park.

Have previously indicated interest in pursuing a career in law enforcement to their school guidance counselor.

Be able to produce a letter of recommendation from their school guidance department corroborating the student's desire for a career in law enforcement.

Be able to produce a letter of acceptance from an accredited college, university or vocational institute.

Be able to provide a copy of their most recent grade transcript.

Provide a written account of community service performed during their high school years.

Submit an essay, not to exceed 300 words, describing their intentions and reasons for wanting a career in law enforcement.

2) **FOP Family Member**

Applicants must:

Be an immediate family member (spouse, child, or sibling) or a direct dependent of a member of Battlefield Lodge #43 Fraternal Order of Police [Main Lodge(active or retired), Auxiliary or Associate Lodge].

Be able to produce a letter of acceptance from an accredited college, university or vocational institute.

Be a full-time student pursuing an undergraduate degree.

If previously enrolled, must have successfully completed the previous years studies with a GPA of 2.0 or better

### 3) **FOP Regular Member**

Applicants must:

Be an active member in good standing of the Battlefield Lodge #43, Fraternal Order of Police, and employed full time in Law Enforcement (excluding retired members).

Describe the course they intend to take and how it will enhance their law enforcement career and abilities.

Grant may be used to meet career development education mandates as long as employer does NOT provide tuition reimbursement for the class or continuing education program.

### **Grant Award Selection Procedures:**

#### 1) Graduating High School Seniors:

Letters of invitation to compete shall be sent to all public and private high school guidance departments within the confines of Prince William County not later than the 30th of March of each year.

Letters shall include a grant application form

#### 2) Instructions shall note that:

No contained materials and information will be returned to the sender

Package must be complete upon initial submission – no late or additional materials will be accepted

All applications packages must be postmarked no later than 1 June.

#### 3) The Grant committee shall be the final arbiter in the selection process

The process for selection shall be based on weighted criteria decided and published by the grant committee.

The grant committee chair shall prepare the submissions for committee member review in such a manner that the applicant's name is not known. The committee will review applications only as numbered packages.

Committee chair does NOT have a vote in the selection process

All other Grants are selected by a blind draw

Each application will be numbered when received

A blind draw of numbers in each category will be conducted at the stated June meeting

- 4) The number of Grants to be awarded will be decided based upon available funding at the stated June meeting prior to the drawing of numbers.
- 5) Checks for the grants will be issued to the college, university or vocational school and the name of the grantee. If the grant is awarded to a member for career development education programs, the check will be awarded to the program in the name of the grantee. Checks will not be issued to an individual.
- 6) The most recent version of these guidelines will be the determining factor for award of Grants.
- 7) Total lifetime award total per individual award selectee cannot exceed \$4000 (total of all categories)

## **GRANT AWARDS PROCEDURE**

The Grant Awards shall be made at an Awards Ceremony held for that purpose.

The award ceremony should take place during the main lodge membership meeting in July.

If the recipient is unable to attend, the award shall be mailed to the individual.

The awards shall be in the form of a Battlefield Charitable Foundation, Inc. check made payable to the award winner(s) and the attending school.