

professional development grant application form

WAMA

section A - general information

date

name

company / airport

job title

address

city state zip

phone number

e-mail

section B - professional development statement

submit a concise statement addressing the following:

- how the award will be used
- why you are deserving of the award
- how the award will benefit you and WAMA
- a summary of other professional development activities completed/attended in the past two years and the source(s) of funding
- an itemized estimate of expenses associated with the proposed activity
- any other special considerations that should be made during the selection process

application deadline: **June 1, 2008**



submit applications to: rjung@reidmiddleton.com

professional development grant

WAMA

introduction

WAMA has established a grant to assist deserving WAMA members in furthering their professional development by helping to cover the cost for such efforts. WAMA values the skills and abilities of our members and recognizes that helping individual members build their credentials ultimately helps the strength of our organization as a whole.

WAMA recognizes that it is difficult to find funding for career growth opportunities and would like to offer some financial support to its members. Any WAMA member in good standing is eligible to apply. Preference will be given to someone actively involved in management of an airport.

Professional Development Guidelines and Criteria

The guidelines for the professional development grant are quite broad to allow the applicants flexibility in expanding on their qualifications. The grant is designed but not limited to help with airport management classes via satellite campuses of aeronautical universities or accreditation programs such as AAAE. The grant funding level will be \$1,000 per year for one individual deemed to be the most deserving of the professional development grant. The selection of the WAMA member to receive funding will be made by the WAMA Aviation Education Committee. The award will be made to the individual that:

- Can demonstrate the greatest benefit to themselves and WAMA
- Is most deserving of the award

The annual submission deadline is June 1. Late applications will not be considered. Applicants will be notified by July 1 of the outcome. Funds will be available after July 1. All applications will be considered confidential and only used for the purpose of grant selection. WAMA members are only eligible to receive support from this program once every three years. The recipient must be a WAMA member at the time of the application and during the development activity. Only one award will be made each year. The grant recipient shall submit a reimbursement request for up to \$1,000 for expenses incurred for the activities to be funded with the WAMA professional development grant. Reimbursement requests shall be submitted no later than 60 days after the expenses have been incurred. An award may be taxable. It is the applicant's responsibility to verify the tax status of this award.

guidelines / criteria

