

**Education Endowment Fund Scholarship (Walter P. Gray III)**  
**Guidelines for the Application Procedure, Review Process, and Award Sequence**  
**for the use of the Education Endowment Fund**

Walter P. Gray III Education Endowment Fund Scholarship

Introduction

The SCA Education Committee established the scholarship to provide tuition and travel support for SCA members in good standing to attend SCA-sponsored educational programs offered statewide. The scholarship is named in memory of Walter P. Gray III, former California State Archivist.

In formulating this proposal, similar continuing education scholarship programs were reviewed, including those offered by MARAC, SSA and NWA.

Guidelines

1. *The intent of the scholarship* is to promote professional development of SCA members with limited means for continuing education. The stipend is for up to \$200 per educational event, with a maximum annual expenditure of up to \$800.00, contingent upon the earnings of the SCA Education Endowment Fund. Recipients may use the funds for workshop fees, travel, and lodging (meals excluded).
2. *Publicity*: Notice of scholarship availability will be publicized in conjunction with the educational event in SCA publications, on the SCA website, and to relevant listservs. The **application form** is available from the SCA website at [http://calarchivists.org/schol/EdFundScholarship\\_appform.pdf](http://calarchivists.org/schol/EdFundScholarship_appform.pdf)
3. *Applicant Eligibility*: Eligibility is limited to SCA members in good standing who are students, self-employed, unemployed, or whose employers do not financially assist continuing education expenses.

Each candidate must submit an application form, including a proposed budget, by the publicized deadline to be considered for the award. Late or incomplete applications will not be considered for the scholarship. Award recipients are not eligible to apply again within the calendar year. Unsuccessful applicants may apply for additional events within the calendar year, with no prejudice. Education Committee members are not eligible to apply.

4. *Review Process*:
  - a. Candidates' applications will be received by the Administrator (typically a Co-Chair of the Education Committee) of the educational event. Education Committee Chair, Co-Chairs, or designee(s) will administer the award and will review applications as received.
  - b. The Administrator will determine that the applicant has demonstrated need and has appropriately estimated expenses.
  - c. Upon identifying an award recipient, the Administrator will contact the SCA Membership Director to confirm the active membership status of the candidate. The administrator will also contact the Treasurer to verify that adequate funds are available.
  - d. The Administrator will inform the award recipient and will notify the Treasurer when the award is accepted. In the event that the initial awardee declines the scholarship, the next qualified applicant will be granted the award. Unsuccessful applicants will be notified once the allotted funds are reserved. The scholarship may only be used towards the designated event.
5. *Payment of Scholarship*: Following the education event, the awardee will submit a completed SCA Expense Form (.pdf or .doc), along with receipts, to the award administrator. The administrator will sign the expense form and will forward the document to the Treasurer for payment.