

## **Western Region Community Support Program (WRCSP) *SCHOLARSHIP GUIDELINES***

**The intent of Western Region Community Support Program Scholarships is to expand opportunities for individuals to take part in a variety of educational, empowerment, and/or advocacy programs in the furtherance of the goals of Community Support Programs.**

### **PROCEDURES:**

**The WRCSP will financially support attendance at conferences and other trainings. (in most cases, a scholarship can only be applied to the partial or full registration cost of the conference.) The WRCSP Steering/Scholarship-Committee or its designee will approve scholarships within the following guidelines:**

- ❖ **Preference will be given to events which most directly further the mission of CSP. The WRCSP Steering Committee will establish conference and education priorities each fiscal year. Efforts will be made to enable individuals from each county in the Western Region access to scholarships for the Consumer Conference to assure geographic diversity.**
- ❖ **Priority is given to the Consumer Conference. Generally, the majority of WRCSP scholarship funds will be used to support individuals' attendance at this conference.**
- ❖ **In most cases, a scholarship can only be applied to the partial or full registration cost of the conference. WRCSP will determine the amount of the award and where it can be applied.**
- ❖ **Events which are conducted in Pennsylvania are a priority. Consideration will be given to out-of-state events only when there are not expected to be similar events in-state.**
- ❖ **Each year a maximum of \$1000 per conference will be available to assist attendance at the National Alternatives and the National NAMI conferences.**
- ❖ **WRCSP will attempt to direct scholarship assistance to one event per fiscal year per person. An oral or written report must be made to WR-CSP within one to three months after the conference is over. Questions concerning the report may be directed to the WRCSP Co-Chairs. Individuals who do not make a report to WRCSP will be denied future scholarships.**
- ❖ **WRCSP participants/attendees who are presenters will receive special consideration for scholarships. A "ceiling" on the funds available for a given event will be set by the Steering/Scholarship Committee.**

- ❖ All individuals are required to seek funds from other sources before applying to WRCSP for a scholarship. Possible sources might be local CSP, you county, managed care companies, the conference sponsor, a drop-in center or private agencies.
- ❖ If for some reason you are unable to attend a conference for which you have received a scholarship, contact the Grapevine as soon as possible so that efforts can be made to use the scholarship for another consumer or to obtain a refund where possible. Failure to notify of non-attendance will result in loss of eligibility for the following year.

### **Scholarship Request Instructions**

1. Please print legibly or type the information.
2. You must make hotel reservations and transportation arrangements on your own. The scholarship covers only registration fees.
3. A copy of the completed registration form for the conference must be attached to your request. We will send a check with the registration form if your scholarship is approved.
4. A \$5 application fee must be included with your application. The check or money order should be made payable to Grapevine Center for WRCSP.
5. You must have two (2) of your local/county CSP co-chairs sign off on your application. The co-chair signatures document that you attend local CSP. If your local CSP has only one co-chair, one of the regional co-chairs can act as the second signature on your form.
6. We must receive your application and conference registration form in time to go through the approval process and then time for the check to reach the conference sponsor. Review the applications because early registration often includes a discount. Application submission deadlines will be set for some conferences.
7. If your scholarship is approved you will receive a copy of the conference report form. In order to receive a refund on your \$5.00 deposit you must either complete and submit the report form or give an oral report locally or at the WRCSP regional meeting. If the report is given locally the Grapevine must receive a written confirmation of the date presented.
8. The report is required for all of those who receive a scholarship. Failure to submit a written report or a written confirmation of the date of the oral report will mean you are ineligible for scholarship consideration the following year.
9. Submit the scholarship application, the \$5.00 deposit and the conference registration form to the Grapevine Center, 140 North Elm Street, Butler, Pa. 16001. Applications which do not include all of the required items will be returned. Awards subject to funds availability.

# WRCSP Scholarship Application

PLEASE PRINT OR TYPE

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone Number (      ) \_\_\_\_\_ - \_\_\_\_\_

Email address \_\_\_\_\_

County \_\_\_\_\_

Name of Conference \_\_\_\_\_  
(Attach completed copy of registration form—this is required)

Date(s) you plan to attend \_\_\_\_\_

Registration fee \$ \_\_\_\_\_ Amount  
requested \$ \_\_\_\_\_

I have also requested funds from the following sources:

\_\_\_\_\_

I have enclosed \$5.00 application fee payable to  
Grapevine Center for WRCSP \_\_\_ Yes \_\_\_ No  
Should the application fee be returned to \_\_\_\_\_ me  
or to \_\_\_\_\_ organization?

**Required Signatures**

County/local CSP Co-chairs:

Signature # 1 \_\_\_\_\_

Signature # 2 \_\_\_\_\_

If you have only one local co-chair, signature of regional co-chair \_\_\_\_\_

Please make sure you:

1. Complete all sections of the application form
  2. Enclose your \$5 application fee
  3. Attach the completed conference registration form
- Applications which are not complete will be returned to you.**

**Your \$5 deposit will be returned when you submit the conference report form or complete an oral report locally or at a WRCSP regional meeting. Oral reports given locally must be confirmed in writing. Failure to complete a report will result in loss of eligibility for scholarship consideration next year.**

Send your completed application to:

WRCSP Scholarships  
Grapevine Center  
140 North Elm Street  
Butler, Pa. 16001

Questions?????? Call for assistance at 1-888-610-4231