



UNC SCHOOL OF GOVERNMENT SCHOLARSHIP APPLICATION



ABOUT THE UNC SCHOOL OF GOVERNMENT

The University of North Carolina's School of Government in Chapel Hill is the largest university-based local government training, advisory and research organization in the United States. The School offers up to 200 courses, webinars and specialized conferences for more than 12,000 public officials each year. It provides North Carolina's local and state government officials with nonpartisan, policy-neutral expertise for legal, public administration, management and financial matters.

ABOUT THE SCHOLARSHIP PROGRAM

Sponsored by Local Government Federal Credit Union in conjunction with The UNC School of Government.

LGFCU members who are local government employees are eligible to apply for a scholarship for tuition to attend courses and programs offered by the School. We're proud to offer these scholarships in recognition of the instrumental role the School plays in the professional development of our membership, and ultimately, in the development of our communities. To date, we've awarded scholarships to over 800 local government employees, totaling more than \$550,000.

This program is offered to help nurture the career development of LGFCU members employed in North Carolina local government. The School helps public officials and citizens understand and improve state and local government through educational, advisory and research services. State appropriations, local government membership dues, private contributions, publication sales, course fees and service contracts support the School's programs and activities. Visit sog.unc.edu for information on the School's publications, faculty, research, courses, programs and services offered, as well as links to other useful government-related websites.

For the most current scholarship application deadline information, visit lgfcu.org/sogscholarship.

*Scholarship funds are administered through the Carolinas Credit Union Foundation.
To learn more about the Foundation, visit carolinasfoundation.org.*

“ The money awarded helped tremendously. Without the money, I likely would not have been able to pursue the course. This means less out of the county budget and a more knowledgeable staff member.”

► **Angela J.**
Member since 2016

ABOUT LGFCU

Local Government Federal Credit Union (LGFCU) is North Carolina's only statewide credit union that serves the financial needs of local government employees, elected/appointed officials, volunteers and their families. The Credit Union has more than 330,000 members across the state.

If you're not a member of LGFCU, it's easy to join. Learn more at lgfcu.org/join.



BEFORE YOU APPLY

Please read all instructions carefully. Incomplete applications will be withdrawn from consideration. **All applicants must be members of LGFCU** (LGFCU membership is different from SECU membership).

Eligibility and Selection Process

- ▶ Funds **will not** be awarded on a reimbursement basis for courses or programs that are completed or in progress.
- ▶ Scholarships will be applied only to the cost of tuition for courses/programs offered by the School.
- ▶ Preference is given to applicants who haven't received a scholarship in the past two years.
- ▶ Funds are limited and partial scholarships may be awarded.
- ▶ LGFCU employees, directors and/or family members, or members of the Scholarship Selection Committee, are not eligible for these scholarships.

The Master of Public Administration program is not eligible for funding through this scholarship.

DEADLINES

Applications are reviewed based on the course start date. Please use the guide below to determine when your application will be considered for a scholarship.

- ▶ **March 1** - courses starting between April and June
- ▶ **June 1** - courses starting between July and September
- ▶ **July 1** - applications for Municipal and County Administration only*
- ▶ **September 1** - courses starting between October and December
- ▶ **December 1** - courses starting between January and March

Visit sog.unc.edu for a list of all scholarship eligible courses offered by the School.

* For July 1, the scholarship committee will only review applications for the Municipal and County Administration course.



▶ "SERVICE," a mural created by Colin Quashie and sponsored by LGFCU, is on display at UNC Knapp-Sanders Building.

APPLICATION PROCEDURES

- ▶ Applicants must submit a completed application and have an immediate supervisor or municipal/county manager submit a reference form.
- ▶ Only one application per person will be accepted during each application period.
- ▶ Applications are accepted on a rolling basis and the committee meets approximately two weeks following each deadline to award funds.
- ▶ Completed applications and references must be received on or before the deadline date.
- ▶ Applicants will be notified upon receipt of application.
- ▶ Applicants are advised to register for their desired course when applying for the School of Government Scholarship*.

** LGFCU cannot guarantee funds will be provided for all who have registered and is not responsible for any cancellation fees. Please check the cancellation policy upon class registration.*

SUBMITTING YOUR APPLICATION

Please submit the completed application and reference form to:

Email (preferred): sog@lgfcu.org

**U.S. Mail: LGFCU – School of Government
Scholarship Program
3600 Wake Forest Road, Raleigh, NC 27609**

Note: You are only required to send the last two pages from this packet.

To ensure your application is received by your intended deadline, we suggest you send it via email or certified mail with a return receipt. Applications received after a deadline will not be considered.

If you have any questions regarding the application process, please contact the Credit Union at **800.344.4846** or by email at **sog@lgfcu.org**.

Your Credit Union wishes each of you the best. We appreciate the opportunity to assist in your career development.

NEXT STEPS

Once the School of Government Scholarship Committee meets, applicants can expect the following schedule:

- ▶ Applicants will be notified by mail of their scholarship status about 2 – 3 weeks after the scholarship deadline.
- ▶ Scholarship recipients must show proof of class registration or acceptance. Instructions will be sent with their scholarship notification letter.
- ▶ LGFCU will send funds to the School of Government through the Carolinas Credit Union Foundation (counties and municipalities will be reimbursed by the School, if course has been paid for).

UNC SCHOOL OF GOVERNMENT SCHOLARSHIP Application



Applicant must be a member of Local Government Federal Credit Union

GENERAL INFORMATION (All information must be typed or printed legibly)

_____	_____	_____
FIRST NAME	MIDDLE INITIAL	LAST NAME
_____	_____	_____
HOME ADDRESS	CITY	STATE ZIP
_____	_____	_____
SOCIAL SECURITY NUMBER (Used to verify LGFCU membership)	PRIMARY PHONE	WORK PHONE

EMPLOYER INFORMATION

PLACE OF EMPLOYMENT			

MAILING ADDRESS	CITY	STATE	ZIP
_____	_____	_____	_____
YOUR POSITION TITLE	YEARS IN CURRENT POSITION	YEARS IN LOCAL GOV'T	
_____	_____	_____	
WORK EMAIL			

COURSE INFORMATION

_____	_____	_____
COURSE NAME	COURSE DATES	COURSE TUITION

Please use the following area to explain how the above listed course will enhance your career. You may attach additional typed sheets if necessary.

CERTIFICATION

All of the information on this application is true and complete to the best of my knowledge. I agree to give proof of the information supplied on this form, if required. My signature certifies that all information is complete, factually correct and honestly represented. I understand that any falsification of information on this application could jeopardize any assistance offered. Additionally, I hereby grant permission for the use of my name and information contained in my application in any future publicity for the scholarship fund.

_____	_____
SIGNATURE OF APPLICANT	DATE

UNC SCHOOL OF GOVERNMENT SCHOLARSHIP

Reference Form



REFERENCE (All information must be typed or printed legibly)

To be completed by the applicant:

Please fill out the top section, then forward this page to your immediate supervisor, or municipal/county manager to complete. It is the responsibility of the applicant to follow up with his/her reference to ensure reference form is received by the appropriate deadline.

NAME OF APPLICANT

NAME OF REFERENCE

The deadline for your application period: March 1 June 1 July 1* September 1 December 1

* For July 1, the scholarship committee will only review applications for the Municipal and County Administration course.

The following statement **must** be signed by the applicant:

Under Public Law 93-380 (Family Educational Rights and Privacy Act), I waive the right to inspect this confidential recommendation before it becomes part of my application for the LGFCU School of Government Scholarship through Local Government Federal Credit Union.

SIGNATURE OF APPLICANT

DATE

TO BE COMPLETED BY THE REFERENCE:

The person above is applying for the LGFCU School of Government Scholarship. The information requested below will be used for the sole purpose of evaluating scholarship requests. **Any additional information you would like to provide may be attached.** Thank you for taking time to provide this information. The completed reference must be received by the deadline marked above.

1. Please describe the quality of work of the applicant. _____

2. Please elaborate on the applicant's potential on the job. _____

3. Briefly describe how this course will enhance the applicant's ability to perform the functions of his or her job.

4. How likely is it the applicant will attend this course if scholarship funds (full or partial) are not awarded?
(check the box that applies): Likely Somewhat Likely Unlikely
5. Please describe any financial needs that may apply. _____

COMPLETED BY

TITLE

SIGNATURE

DATE