***Type of Degree/Scholarship Appling For: (Check one only)***

Chief Fire Officer:

***Name of Applicant:***

**ILLINOIS FIRE CHIEFS**

**EDUCATIONAL & RESEARCH**

**FOUNDATION**

**2019 Chief Fire Officer Application for Scholarship**

### ****Fillable Scholarship Application Form Instructions****

You must complete the form in Microsoft Word. Download and fill-in your scholarship Application Form electronically.  Fill-in forms allow you to enter information while the form is displayed by a Microsoft Word product and then save the completed form.  Fill-in forms give you a cleaner, crisper printout for your records and for filing with the Education and Research Foundation. There is no computation or verification of the information you enter and you are still responsible for entering all required information.

This fillable form allows you to enter information only in specific fields. These may be check boxes or larger fields where you can enter text or numbers. When you enter data, use the “Tab” key to exit and move to the next field; do not use the “Enter” key which will add hard returns and prevent the form from functioning correctly.

**Saving Fillable Form**:

* D**ownload a copy of the fillable form to your hard drive (*2019 CFO Scholarship Application Final.)* and save the file using your last name.**

**Example: *“Your Last Name”.2019 CFO Scholarship Application Final***

* **Once you have done so, you can now begin to complete the application and save the fill-in form in the event that it needs to be amended before the submission date of November 1, 2018**
* **All applications must be submitted electronically by the submission date of November 1, 2018, to the following email address** [dwiessner@illinoisfirechiefs.org](mailto:dwiessner@illinoisfirechiefs.org)

***Helpful Hints***

* Use Microsoft Word to open the file.
* Position the hand pointer inside a form field and click. The I-beam pointer allows you to type the information needed. The arrow pointer allows you to select a field or a check box.
* To accept the field change and go to the next field, press Tab or use your mouse to click on the next form field.
* To accept the field change and go to the previous field, press Shift + Tab or use your mouse to click on the previous form field.
* The Applicant’s “250 Word Essay” must be typed or “clip and paste” on page 6. This page has been created to limit the essay to one page.
* If applicable, the applicant can “clip and paste” his/her information into the following sections but it must be noted that each section has been created to limit the information to one page each:
  + If applicable, Fire Chief’s or Superior’s endorsement letter (Page 8).
  + If applicable, Department/District Funding Policy (Page 9).

***ILLINOIS FIRE CHIEFS ASSOCIATION***

***EDUCATIONAL & RESEARCH FOUNDATION***

***The Do’s and Don’ts When Applying for a Scholarship***

Annually, hundreds of fire service personnel apply for an opportunity to receive an Illinois Fire Chiefs Association Foundation scholarship award. These grants are made possible by the Illinois Fire Chiefs Association Educational and Research Foundation and the kindness of varied groups and individuals who have donated to support this worthwhile program. As an average some 200 – 225 applicants compete for 85-90 grants. While those odds are favorable, many walk away wondering why they did not receive a scholarship.

The four-member civilian committee, which has spent untold hours year after year reviewing applications, has offered the following to potential applicants seeking funding for continuing education purposes. The scholarship committee comes from the field of academia and has taken the time to compile some do’s and don’ts in the interest of assisting those future applicants.

Committee members are adamant in the fact there is no variation in consistency in the review of the application form page. While there may be variables in the supporting document review process, it is essential that the application form itself be completed in full. Included in the completed application should be the name of the institution, completely written without abbreviations, with specific course titles and cost of course work must be noted. Completeness in these areas indicates that the applicant has researched the options for education and is serious about utilizing available funding. All information related to current employment status and fire service experience must be stated clearly. The applicant’s signature must be present to attest to the accuracy and truthfulness of the information. Letters of recommendation, especially from the fire chief, may have a positive influence upon a decision. The application must include the signature of the fire chief or if applicant is the chief officer, his/her superior (mayor, village manager, trustee). Although not a requirement, a letter of recommendation from the chief, highlighting the applicant’s talent and work ethic, can have a favorable impact against a comparable applicant when awarding a scholarship.

The following are reasons for immediate rejection of an application:

* Incomplete application
* Applicant signature missing
* Chief Officer or in the case of a Chief applying your superior’s signature missing
* Department status missing
* Request for non-fire service related programs funding
* Missing essay
* Non-use of previous scholarship awards by recipient

The essay is integral to the decision of the committee and weighs heavily in the award funding in addition to the variables previously listed. All essays must include:

* Demonstration of need
* Summary of fire service experience
* Stated career goals
* Stated educational goals
* Explanation of individual’s contributions to the fire service
* Enthusiasm and sincerity about continuing contributions to the fire service
* Demonstration of writing skills

Committee members meet only after they have made individual selections and then collaborate to consensus on an applicant’s award.

The committee’s role in the scholarship application process is a critical one and not taken lightly by the members. Committee members are strong proponents of lifelong learning and adult education. Furthering education, especially in the fire service, builds stronger organizations and makes our profession better and safer.

**ILLINOIS FIRE CHIEFS**

**EDUCATIONAL & RESEARCH FOUNDATION**

***2018 CHIEF FIRE OFFICER SCHOLARSHIP COMPETITION***

***APPLICATION RULES***

* Applicant must be an active member of a recognized Fire Department/District in the State of Illinois.
* Any monies awarded must be used for the Chief Fire Officer program.
* **All grants expire at the end of the year awarded and may only be used for the Chief Fire Officer Program.**
* Application must be made on 2018 Chief Fire Officer Scholarship Application form.
* Applicants **MUST** type or “clip and paste” an essay of approximately 250 words, stating **why grant is sought, and how Scholarship will benefit his/her Fire Service career.**
* **Signature of Fire Chief or appropriate Department official on application is mandatory**. Endorsement statement or letter from the Fire Chief or appropriate Department official is strongly encouraged. The letter can be typed or “clip and paste” the letter on page 8 of this application.
* If applicable, applicants **MUST** type or “clip and paste” the **department/district funding or training reimbursement policy** on page 9 of this application.
* Application package must be submitted electronically to: dominikj@illinoisfirechiefs.org
* Applications must be electronically received by ***November 1, 2018 by 0900 hours***.
* Application package must be submitted electronically to: [*dwiessner@illinoisfirechiefs.org*](mailto:dwiessner@illinoisfirechiefs.org)
* No facsimile or hard copies accepted.

**ILLINOIS FIRE CHIEFS EDUCATIONAL & RESEARCH FOUNDATION**

**2018 Chief Fire Officer Scholarship Application**

PO BOX 7 SKOKIE ILLINOIS 60076 708-418-4349

***(Must be sent electronically by November 1, 2018)***

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| --- |
| **2018 Application For Scholarship (Please Refer to Application Rules Before Completing Application)** |

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| --- | --- | --- | --- |
| **APPLICANT INFORMATION** | | | |
| Last Name: | | First Name: | Middle Initial: |
| Home Address: | | City: | |
| State: | Zip: | Email Address: | |
| Phone (Home): | Phone (Work): | DL #: | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DEPARTMENT/DISTRICT AFFILIATION (List All)** | | | | | |
| **Applicants Department Status (Current):** | | Paid  POC  Volunteer | | | |
| Department Name: | | | Address: | | |
| City: | State: | | | Zip: | Length of Service: |
| **Applicants Department Status (Other):** | | Paid  POC  Volunteer | | | |
| Department Name: | | | Address: | | |
| City: | State: | | | Zip: | Length of Service: |

|  |  |  |  |
| --- | --- | --- | --- |
| **GENERAL EDUCATION QUESTIONS** | | | |
| High School: | | | Yrs Completed: |
| College/University: | Yrs Completed: | Degree: | |
| Other: | Yrs Completed: | Degree: | |

|  |  |
| --- | --- |
| **CURRENT DEPARTMENT/DISTRICT FUNDING QUESTIONS** | |
| Do you receive educational funding? Yes  No  **If yes, type**: G.I. Bill  Department  State  Federal | |
| **Please explain any restrictions including funding:** | |
| **If you receive funding from your department or community, please clip and paste current department policy on page 9.** | **Attached:** |

**ILLINOIS FIRE CHIEFS EDUCATIONAL & RESEARCH FOUNDATION**

PO BOX 7 SKOKIE ILLINOIS 60076 708-418-4349

***(Must be sent electronically by November 1, 2018)***

|  |
| --- |
| **TYPE OF DEGREE/SCHOLARSHIP APPLIED FOR (Check One)**  **Chief Fire Officer** |

In applying consideration, I am aware that any grant is to be applied only against tuition. In the event that my course(s) do not cost the full amount of the grant, I am eligible only for the amount of the tuition and have no claim against the Foundation.

**APPLICANT CERTIFICATION STATEMENT**

By typing your name in the box provided below, you are certifying that the information provided within the Illinois Fire Chiefs Educational & Research Foundation 2018 Scholarship Application, to the best of your knowledge, is true, accurate and complete.  You further understand that falsification of the information provided would be cause to disqualify you from the 2019 application process and in future process. Further, I will use all monies granted me within two years of award, for the **program(s) and institutions for which application is made.**

**Applicant Typed Signature**  **Date:**

Endorsement statement by the Chief Officer or appropriate department official (endorsement letter or recommendation can be submitted on page 8).

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**FIRE CHIEF CERTIFICATION STATEMENT**

By typing your name in the box provided below, you are certifying that the information provided within the Illinois Fire Chiefs Educational & Research Foundation 2018 Scholarship Application, to the best of your knowledge, is true, accurate and complete.

|  |  |  |
| --- | --- | --- |
| **Signature of Chief Officer**  **(MANDATORY)** | **Title:** | **Date:** |

**Application package must be submitted electronically to**: [***dwiessner@illinoisfirechiefs.org***](mailto:dwiessner@illinoisfirechiefs.org)

Applications must be electronically received by ***November 1, 2018***

250 Word Essay: Explain why you are seeking this scholarship and how the scholarship will benefit your fire service career.

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If applicable, cut and paste Chief Officer Endorsement letter of this page.

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|  |

If Applicable, cut and paste current department or community funding policy on this page.

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