

# BOMA/Chicago Foundation Full Designation Scholarship Application & Scholarship Guidelines



## PURPOSE

The purpose of the BOMA/Chicago Foundation Full Designation Scholarship program is to provide professional development and educational opportunities, through financial assistance on a need basis, to individuals who may not otherwise be able to attend locally offered Real Property Administrator (RPA) and Facilities Management Administrator (FMA) courses to further develop their career potential in commercial real estate.

## SCHOLARSHIP VALUE AND BENEFITS

The scholarship is valued at \$10,000. The scholarship covers all eight classes required to earn the RPA or FMA along with the RPA/FMA enrollment fee. The scholarship covers classes offered directly through BOMA/Chicago (held live or virtually). If classes are taken back-to-back, the recipient can earn the designation in two years.

## ELIGIBILITY REQUIREMENTS

1. Must be at least 21 years old.
2. Must have at least two years of experience within commercial real estate.
3. Have taken three or less RPA/FMA designation classes prior to applying for the scholarship.
4. Current employer pays for zero or one class per calendar year.
5. Completion of at least one year of college level courses at a college/university and earned a GPA of 2.5/4.0 or 3.5/5.
6. Completion of the Scholarship Application form, with its requested attachments received **by November 4, 2020 at 5PM CST** (the application deadline). The attachments are:
  - a. **Personal Statement of Financial Need:** An explanation of personal financial status that indicates need for scholarship assistance to complete the designation program.
  - b. **Verification of Financial Need from Employer:** Verification that the applicant's employer will not pay for or reimburse applicant's expenses for more than one RPA/FMA designation class per year.
  - c. **Personal Statement of Intent and Objectives:** A statement of purpose and intent.
  - d. **Academic Transcript:** An official transcript evidencing college level courses.
  - e. **Work Experience:** Verify employment in commercial real estate with a complete resume.
  - f. **References:** Three letters of reference, including one from a supervisor, one from a business, professional or educational source and one personal (family member excluded).
7. Interview with the Scholarship Committee
  - a. **Finalists will interview with the Scholarship Committee between 9 a.m. and 12 p.m. on November 18.** We will inform you of whether or not you will be interviewed on November 13. Interviews will be held at 115 South LaSalle or virtually (but this is TBD and we will keep all applicants informed).

## SELECTION CRITERIA

In evaluating the scholarship application submissions, the Scholarship Committee will apply the following criteria:

- Evaluate your answers to the required questions within the application
- Review documentation that the employer will not pay or reimburse tuition for more than one RPA/FMA designation class per year
- Verify current and active work experience in commercial real estate
- Review demonstrated commitment and potential contribution to the industry
- Confirm all other eligibility standards indicated in the "Eligibility" section of the Application Guidelines
- Conduct an interview with the scholarship applicants to select finalists
- Verify and review input from references

## REQUIREMENTS FOR MAINTAINING SCHOLARSHIP ELIGIBILITY

Scholarship recipients must:

- Enroll in the first course within three months of the scholarship award or forfeit the scholarship
- Enroll in at least three courses each year or forfeit the scholarship
- Pass all classes funded by the scholarship; if the recipient fails the exam, reexamination fees must be paid for by the recipient (the reexamination fee is \$150)
- Take and pass the exams for each class before the start of the next locally offered designation class; if the recipient does not take and pass the exam before the next class begins, funding will be halted until the exam is passed
- Forfeit scholarship if recipient does not pass the course exam after three attempts
- Forfeit scholarship if employer begins to reimburse employees for RPA/FMA designation classes
- The halting of funds and/or the forfeit of the scholarship will be determined by the Scholarship Committee and the Board of Directors

If the above requirements are not met by the scholarship recipient or if inaccurate/false information is given, the BOMA/Chicago Foundation reserves the right to revoke the recipient's scholarship and award the scholarship to a different applicant and to disallow further application submissions from this applicant.

## APPLICATION PROCEDURES

Information supplied in this application will be used to evaluate the applicant's qualifications for the Full Designation Scholarship. The scholarship is awarded primarily on a basis of financial need and the potential for contribution to the commercial real estate industry. All applications will be held in strictest confidence.

## APPLICATION DEADLINES & ONLINE FORM PROCESS

This application is the PDF format of the [mandatory online application](#) you must submit in order to be considered for the Full Designation Scholarship. Scholarship applications are **due on November 4, 2020**. You can access the online application form [by clicking here](#). The online application form follows the exact application outlined below. You can (and must) attach all necessary documents to this online form. You will receive an email confirmation once you submit your online scholarship form.

Before submitting your [online application](#), we suggest that you:

1. Answer all questions in the Word document application and spell-check your answers. You can then easily copy and paste your information. You cannot save and go back to your online application; it must be submitted all at once.
2. Have all of your attachments ready. All attachments within the application are marked with an asterisk (\*).

The only attachment that **cannot be submitted on the online form** is your official transcript. You can send BOMA/Chicago an official e-transcript or an official hard copy transcript. This transcript must be mailed to:

Jaclyne Madden  
BOMA/Chicago Full Designation Scholarship  
115 S. LaSalle Street  
Suite 2300  
Chicago, IL 60603  
[jmadden@bomachicago.org](mailto:jmadden@bomachicago.org) for e-transcripts

## THREE REFERENCES REQUIRED

The **three references** for each applicant must also be [filled out online](#). Please direct your references [to this website](#) to complete the online reference form by November 4, 2020. The reference form is located on pages 7 and 8 of this document.

## **APPLICATION DECISIONS & ON-STAGE RECOGNITION**

The Scholarship Committee will select finalists to interview. Finalists will interview with the Scholarship Committee between 9 a.m. and 12 p.m. on November 18, 2020. The Committee will then make a final recipient recommendation to the Board and a recipient will be chosen and notified before the end of the 2020 calendar year.

The recipient will be encouraged to enroll in the first class offered in 2021. The recipient will be recognized at the January 2021 TOBY/Gold Circle Awards Gala.

## **RUNNER UP WILL EARN A SINGLE COURSE SCHOLARSHIP!**

This year, BOMA/Chicago will award one Single Course Scholarship to our second-place candidate. This scholarship can be used for any RPA/FMA class that we will hold in 2021.

## **BOMA/CHICAGO CONTACT INFORMATION**

If you have any questions regarding the Full Designation Scholarship or the application, please contact:

Jaclyne Madden  
(312) 870-9608  
[jmadden@bomachicago.org](mailto:jmadden@bomachicago.org)

## **SCHOLARSHIP PROGRAM ADMINISTRATION**

The BOMA/Chicago Foundation Board of Directors considers the scholarship recommendations of the Foundation's Scholarship Committee and has the complete and final authority to confer or revoke all scholarships it awards. Each application will be reviewed, voted upon and approved by the Scholarship Committee. The Board of Directors will then review the Committee's recommendation and make the final decision on who is awarded the scholarship.

In no event shall the BOMA/Chicago Foundation, BOMA/Chicago, its officers, employees, directors or Committee members be held responsible if funds are not available or if no scholarship is awarded. All applicants and recipients of the scholarships agree to indemnify and hold harmless the BOMA/Chicago Foundation, BOMA/Chicago, its successors and assigned officers, directors, employees and Committee members from any claims arising out of or in connection with the application, selection and participation in this scholarship which in no way constitutes an offer or guarantee of employment or the award of future scholarships.

# BOMA/Chicago Foundation Full Designation Scholarship Application Form



**BOMA**  
**CHICAGO**  
FOUNDATION

## ONLINE FORM REMINDER

This application is the Word document format of the [mandatory online application](#) you must submit in order to be considered for the Full Designation Scholarship. Scholarship applications are due by November 4, 2020. You can access the online application form [by clicking here](#). The online application form follows the exact application outlined below. You can (and must) attach all necessary documents to this online form. You will receive an email confirmation once you submit your online scholarship form.

## PERSONAL DETAILS

Full Name:  
Email Address:  
Are you at least 21 years of age? (Yes or No)  
Home Address:  
City:  
State:  
Zip:  
Phone Number:

## EDUCATION INFORMATION

College/Institution Name:  
Dates Attended (From MM/YYYY) - To (MM/YYYY):  
Major Field of Study:  
Degree/Diploma Awarded (Name of Program):  
Date Degree/Diploma Awarded (MM/YYYY):  
Grade Point Average (GPA):  
Describe Courses and Seminars Completed (including RPA/FMA and other industry courses) in 200 words or less:

## OFFICIAL TRANSCRIPT VERIFICATION

Have you mailed your official transcript to BOMA/Chicago? (Yes or No)  
In order to qualify for the Full Designation Scholarship, you must mail BOMA/Chicago an official transcript evidencing college level courses from the current and last (degree awarding) institutions of higher learning. If you have not yet mailed this, please remember that BOMA/Chicago must receive this transcript by November 4, 2020 or you will not be considered for the scholarship. We accept hard copy and e-transcripts, as long as they are mailed directly to BOMA/Chicago from the university. Please mail the transcript to:

Jaclynne Madden  
BOMA/Chicago Full Designation Scholarship  
115 S. LaSalle Street  
Suite 2300  
Chicago, IL 60603  
[jmadden@bomachicago.org](mailto:jmadden@bomachicago.org) for e-transcripts

## WORK EXPERIENCE *(Most recent 10 years or the last three employers)*

### Updated Resume

\*Please attach your most recent resume (attachment option will be available on online form)

**Current Employment**

Current Position/Job Title:

Summary of Position/Job Duties (100 words or less):

\*Please Attach Official Job Description (attachment option will be available on online form)

Current Employer's Name:

Current Employer's Address:

Dates Employed (From MM/YYYY) - To (MM/YYYY):

Supervisor's Name:

Supervisor's Email:

Supervisor's Phone Number:

Your Salary Range (please choose one):

- Under \$25K
- \$25,001 - \$34,999
- \$35K – 44,999
- \$45K – 54,999
- \$55K – 64,900
- \$65K – 74,900
- \$75K – 84,999
- Over \$85K

**Former Employment 1**

Former Position/Job Title:

Summary of Position/Job Duties (100 words or less):

Former Employer's Name:

Dates Employed (From MM/YYYY) - To (MM/YYYY):

Supervisor's Name:

Supervisor's Email:

Supervisor's Phone Number:

Salary Range:

- Under \$25K
- \$25,001 - \$34,999
- \$35K – 44,999
- \$45K – 54,999
- \$55K – 64,900
- \$65K – 74,900
- \$75K – 84,999
- Over \$85K

**Former Employment 2**

Former Position/Job Title:

Summary of Position/Job Duties (100 words or less):

Former Employer's Name:

Dates Employed (From MM/YYYY) - To (MM/YYYY):

Supervisor's Name:

Supervisor's Email:

Supervisor's Phone Number:

Salary Range:

- Under \$25K
- \$25,001 - \$34,999
- \$35K – 44,999
- \$45K – 54,999
- \$55K – 64,900
- \$65K – 74,900
- \$75K – 84,999
- Over \$85K

**BOMA/CHICAGO INVOLVEMENT** *(Most recent 5 years)*

Name of Committee:

Dates of Service on Committee (From MM/YYYY) - To (MM/YYYY):

Describe Your Role/Duties on Committee in 100 words or less:

**COMMUNITY SERVICE & VOLUNTEERING** *(Most recent 5 years)*

Name of Organization:

Dates of Service (From MM/YYYY) - To (MM/YYYY):

Describe your involvement in 100 words or less:

**PERSONAL STATEMENT PART 1: Financial Need**

Provide an explanation of your financial need for this scholarship. Relevant information may include salary limitations, living expenses, financial obligations, etc. Please answer this question in 400 words or less.

**PERSONAL STATEMENT PART 2: Intent and Objectives**

Describe your immediate career goals and where you see yourself in five to ten years. Please answer this question in 400 words or less.

**PERSONAL STATEMENT PART 3: Accomplishments, Contributions and Leadership in CRE**

Please describe all of the contributions you have made in your current and former CRE roles and provide specific examples. You can submit up to four attachments (such as photos, documents, letters, survey results, etc.) that showcase your work and accomplishments. Please also provide examples of where you have displayed leadership. Please answer this question in 600 words or less.

**ACTIVITIES AND ACHIEVEMENTS**

List and describe activities and honors you have received in 300 words or less. In this section, you can discuss community service, extracurricular leadership activities, etc.

**FINANCIAL NEED & EMPLOYER VERIFICATION**

Does your current employer pay or reimburse you for more than one RPA/FMA designation class each calendar year? If the answer is yes, you are not eligible for this scholarship. If your employer pays for zero or one class per calendar year, you are eligible. (Yes or No)

\*Attach your company’s policy that supports your answer to the question above. A letter (signed and dated) from an immediate supervisor on company letterhead is acceptable. (Attachment option will be available on online form.)

**OPTION TO APPLY FOR OLLIE SCHOLARSHIP**

If you are not chosen as the Full Designation Scholarship recipient, you may have the opportunity to apply for the Ollie Scholarship in January 2021 if you meet the following eligibility requirements:

1. Must be at least 21 years old.
2. Belong to an underrepresented group and have a minimum of two years of experience in the commercial real estate industry. Underrepresented professionals are classified as: racial, ethnic, LGBTQ and disabled.
3. Currently employed in the industry.
4. Have taken three or less RPA designation classes prior to applying for the scholarship.
5. Completion of at least one year of college level courses at a college/university and earned a GPA of 2.5/4.0 or 3.5/5.

If you meet these requirements and are not chosen as the Full Designation Scholarship recipient, will you apply for the Ollie Scholarship? If so, we will use this same application for the Ollie Scholarship application (but you will still be required to answer an additional few questions).

**Yes or No**

**CERTIFICATION**

By checking the below box titled, “I certify this application,” I am stating that the information on this form is complete and accurate. If requested by a designated member of the Scholarship Committee, the undersigned agrees to provide supporting documents to verify the information in this application. The undersigned further agrees to indemnify and hold harmless BOMA/Chicago, its directors, officers, employees, agents and Committee members from any and all claims arising out of the application, selection or participation in this scholarship program. The undersigned also authorizes and consents to the Scholarship Committee contacting those persons or institutions listed on this application and its attachments for purposes of verification of the information contained herein.

**I certify this application (box will be on online form):**

**E-signature (type in name):**

**Date:**

# BOMA/Chicago Foundation Full Designation Scholarship Reference Form (Three Needed)



## Online Form Submission

References MUST submit this reference form online in order for the scholarship applicant to be considered. Please [visit this link](#) to access the online reference form. Once a referee completes this online form, s/he will receive an email confirmation. References must be completed by November 4, 2020.

## Referee Information

Referee's Name:  
Referee's Title:  
Referee's Company:  
Referee's Email:  
Referee's Phone:

## Referee Relation to Applicant

Who is your BOMA/Chicago Scholarship reference for (type name of scholarship applicant)?

What is your relation to the scholarship applicant? Please check only one of the following:

- Supervisor (Current)
- Supervisor (Former)
- Supervisor (General)
- Business Colleague
- Professional Association/Affiliation
- Educational Colleague
- Personal (Family Member Excluded)
- Other, please specify:

How long have you personally known the scholarship applicant?  
\_\_\_\_\_ years

Is the applicant currently actively employed in the Commercial Real Estate industry? (Yes or No)

## Applicant Questions & Rating

In 500 words or less, please explain why you recommend this applicant for the BOMA/Chicago Foundation Full Designation Scholarship. If you worked directly with the applicant, please describe the day-to-day duties of the applicant (when you worked together) and discuss a time the applicant showed leadership and/or excelled at a project.

Rate the applicant on each of the questions below using a scale of one (1) to ten (10), 1 being a poor or low rating and 10 being an outstanding or high rating.

QUESTIONS	1=Lowest				5&6=Average					10=Highest
	1	2	3	4	5	6	7	8	9	10
Does the applicant exhibit the ability to work well with others?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the applicant exhibit a definite professional commitment to a career in commercial real estate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the applicant have the capacity to successfully complete an RPA/FMA or commercial real estate course of study?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the applicant have the capacity to successfully complete the RPA/FMA or commercial real estate course for which s/he is applying?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Would the applicant thrive and benefit from the classroom experience involved in taking the course for which s/he is applying?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using the applicant's personal character as the basis for your thoughts, how would you rate his/her potential for success in commercial real estate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Based on the applicant's work experience and involvement in the field, how would you rate his/her potential (future) contribution to the commercial real estate field?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Based on your understanding of the applicant's financial needs, please indicate the extent to which the applicant has a genuine financial need to receive the BOMA/Chicago Scholarship for which s/he is applying?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Certification of Information**

By checking the below box titled, "I certify this application," I am stating that the information on this form is complete and accurate. If requested by a designated member of the BOMA/Chicago Scholarship Committee, the undersigned agrees to provide supporting documents to verify the information in this application.

**I certify this application (box will be on online form):**

**E-signature (type in name):**

**Date:**

**May BOMA/Chicago contact you to discuss this scholarship application? (Yes or No)**