

**2018-2019 BUDDY AWARD APPLICATION**

VASFAA’s Budget and Finance Committee invites award proposals for the 2018-2019 fiscal year. The application deadline is March 1st, 2018. Recipients will be notified by March 31st and funds will be payable on or after July 1st, 2018.

The purpose of the Buddy Award is to promote professional development, preparation, and effectiveness of VASFAA members by supporting programs of training, community service, systematic studies, research and other activities that align with the stated purpose of VASFAA. The funds are named in honor of H.S. “Buddy” Johnston, former VASFAA president, Life Member, and proponent for this program.

Proposals for the 2018-2019 fiscal year should include this form and any supplemental information the applicant wishes to supply. **Supplemental information should be limited to 2 pages.**

**Applicants will be selected based on the following criteria:**

* **Applicant must be an active, paid VASFAA member at the time the award is made and at the time it will be used.**
* **Activity’s alignment with VASFAA’s mission.**
* **Applicant’s Professional Development, Preparation, Training, and Effectiveness.**
* **Community Service Opportunity.**
* **Studies or Research that advances VASFAA’s purpose.**
* **Applicant’s agreement to provide a report to the membership after the conclusion of the activity or event, to be submitted within 60 days of the close of the activity or event. The report shall be sufficient to explain the activity, how the funds were utilized, and the results or outcomes of the activity or event. The Committee may also require the recipient to present pertinent information obtained as a result of the activity at the following Annual VASFAA Conference.**

Awards are subject to the VASFAA Board’s annual budget approval, but no single award greater than $500 will be made for state, regional, or federal financial aid conferences (e.g., VASFAA, SASFAA, NASFAA, & FSA). Funds may only be used for the costs of the activity for which they were awarded. Any unused portion of the award must be returned to VASFAA by the recipient.

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| **2018-2019 Buddy Award Applicant Information** | |
| **Applicant’s Name:** |  |
| **Other Researcher(s) (if applicable):** |  |
| **Title/Role in Financial Aid:** |  |
| **Employing Institution/Agency:** |  |
| **Work Address:** |  |
| **Work Phone:** |  |
| **Work Email:** |  |
| **Date of VASFAA Membership:** |  |

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| **Explanation of Buddy Award Activity** | |
| **Title or Purpose of Activity:** |  |
| **Period of Activity:** |  |
| **Amount Requested (attach budget):** |  |
| **Are you willing to present at the VASFAA Spring Conference regarding this activity?** |  |
| **How will this activity align with VASFAA’s mission and your professional development, training, preparation, effectiveness, or community service?** |  |

**Certification: I certify that the information in this application and proposal is true and correct to the best of my knowledge. I certify that I am a member (in good standing) of VASFAA and that my employer knows of and agrees to this request for outside funding.**

**In response to receiving this award, I agree to provide a report to the membership after the conclusion of the activity or event, to be submitted within 60 days of the close of the activity or event. The report shall be sufficient to explain the request, how the funds were utilized and the results or outcomes of the activity or event.**

**I understand that the funding amount is subject to the Annual Budget approval process completed by the VASFAA Board in June.**

**I understand that any unused funds must be returned within 60 days of the close of the activity or event for which the award was made, and that funds may only be used for costs associated with activity or event for which they were awarded.**

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Signature Date

Please submit completed application to either:

Joe Dobrota   
Budget & Finance Committee Chair  
jdobrota@wm.edu

*or*

Vern Fairchilds

VASFAA Fund Manager

jvfairchilds@gmail.com