

Name of Applicant:

ILLINOIS FIRE INSPECTORS ASSOCIATION



**Scholarship Application
For IFIA Member Organizations**

**FIRE INSPECTOR 1
FIRE INSPECTOR 2
PUBLIC FIRE/LIFE SAFETY EDUCATOR**

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:

- Download a copy of the fillable form to your hard drive (***IFIA Certification Scholarship Application Final.***) and save the file using your last name.

Example: ***“Your Last Name” 2023 Fire Inspector I 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. All applications must be submitted electronically prior to the beginning of any eligible certification class to the following email address:

ifiafire@illinoisfireinspectors.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.

ILLINOIS FIRE INSPECTORS ASSOCIATION ***FIRE INSPECTOR/EDUCATOR SCHOLARSHIP***

Things to Remember When Applying for a Scholarship

All scholarships are reviewed independently by an IFIA committee comprised of:

- Deputy Executive Director
- Certification Chairperson
- Public Education Committee Chairperson or designee
- Codes/Professional Committee Chairperson or designee

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 the applicant is the chief officer, his/her superior (mayor, village manager, trustee). Although not a requirement, a letter of recommendation from the chief of the Department 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 funding of non-applicable coursework.
- ◆ 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 INSPECTORS ASSOCIATION

FIRE INSPECTOR/EDUCATOR SCHOLARSHIP APPLICATION RULES

- Applicant must be an active member of a recognized Fire Department/District in the State of Illinois.
- The Department or District must be a member of the Illinois Fire Inspectors Association.
- Any monies awarded must be used for the Fire Inspector/Educator certification courses.
- **All fire inspector/educator scholarships expire at the end of the year awarded.**
- Applicants **MUST** type or “clip and paste” an essay of approximately 250 words, stating **why scholarship 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, but not required.
- Application package must be submitted electronically to: iffiafire@illinoisfireinspectors.org. In the subject line type “***SCHOLARSHIP APPLICATION***”.
- Applications must be electronically received 30 days prior to the start of any eligible certification class.
- No facsimile or hard copies accepted.

**APPLICANTS WILL BE NOTIFIED WITHIN 15 BUSINESS DAYS OF THE APPLICATION RECEIPT
IF THEY HAVE BEEN AWARDED A SCHOLARSHIP.**



ILLINOIS FIRE INSPECTORS ASSOCIATION

FIRE INSPECTOR/EDUCATOR SCHOLARSHIP

426 W. Northwest Highway, Mount Prospect, Illinois

Application For Scholarship (Refer to Application Rules Before Completing Application)

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 <input type="checkbox"/>	POC <input type="checkbox"/>	Volunteer <input type="checkbox"/>
Department Name:		Address:		
City:	State:	Zip:	Length of Service:	
Applicants Department Status (Other):		Paid <input type="checkbox"/>	POC <input type="checkbox"/>	Volunteer <input type="checkbox"/>
Department Name:		Address:		
City:	State:	Zip:	Length of Service:	
Years of experience as an Educator/Inspector:				

ILLINOIS FIRE INSPECTORS ASSOCIATION

436 W. Northwest Highway, Mount Prospect, Illinois 60056

TYPE OF SCHOLARSHIP APPLIED FOR (Check One)

Inspector 1 Inspector 2 Fire Life Safety Educator

In applying for the scholarship, I am aware that any scholarship funding is applied only against the course tuition cost.

APPLICANT CERTIFICATION STATEMENT

By typing your name in the box provided below, you are certifying that the information provided within the Illinois Fire Inspectors Association 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 application process and in future process. Further, I will use all funding granted me within twelve months of the scholarship being granted, for the certification class applied for.

Applicant Typed Signature

Date:

Endorsement statement by the Chief Officer or appropriate department official

FIRE CHIEF CERTIFICATION STATEMENT

By typing your name in the box provided below, you are certifying that the information provided within the Illinois Fire Inspectors Association Scholarship Application, to the best of your knowledge, is true, accurate and complete.

Signature of Chief Officer

Title:

Date:

(MANDATORY)

**Application package must be submitted electronically to:
ifiafire@illinoisfireinspectors.org**

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