Purpose of the Program: The Gulf Coast Association of Governmental Purchasing Officers Educational Assistance Program (EAP) supports member development by providing assistance grants for education directly relating to Procurement.

ELIGIBILITY AND ALLOWABLE EXPENSES

Eligibility:
- Applicant must be a GCAGPO member in good standing and a full time employee of a governmental entity within the GCAGPO's chapter boundary.

Service Requirement:
- Member must have provided some form of service to GCAGPO chapter within the last year.

Transfer:
- It is recognized that some members may be unable to attend training or apply for EAP in a particular year. If such member meets all of the qualifications herein, he/she may transfer their credit to another member.
- Should the member receiving the service credit leave the entity, the service credit shall belong to whomever paid for the GCAGPO membership.

Allowable Expenses: EAP assistance is allowable for education or training such as:
- NIGP Courses leading to certification or recertification for CPPB, or CPPO.
- NIGP, FAPPO, GCAGPO sponsored programs, events, conferences, etc.
- College Courses directly related to the Procurement industry and/or courses necessary to obtain a degree in a related field. Must be an accredited institution.
- Training for job required certifications. (i.e. P-Card, Project Management, Supply/Inventory Manager, etc.)

Exclusions:
- Fees and materials that EAP will not provide include:
  - tutoring fees
  - auditing fees
  - special fees for specific courses
  - late fees without a written explanation
  - Members receiving financial assistance from their entity that would DUPLICATE assistance (i.e. scholarships, grants, departmental funds) are not eligible for EAP.
  - A member may not receive assistance twice for the same course or program.
  - A member may not stack their agency’s scholarships to exceed the amount allocated by the board for a yearly scholarship.
APPROVALS AND OTHER CONSIDERATIONS

Application: Applications are to be completed a minimum of 30 days prior to course or date of certification exam. Applicants will be chosen, based on the above, on a "first come/first serve" basis.

Evidence of Completion: Members must provide the GCAGPO EAP committee with evidence of satisfactory completion no later than four weeks after each course is completed. Such evidence may be an official grade card or certificate from the institution. If that is not possible, written confirmation of the course completion from the instructor or institution may be accepted. A grade C or better, or a pass grade in a pass/fail course is required.

In the event the member does not pass or complete the course, the member will be responsible for reimbursing the GCAGPO chapter. Failure to reimburse the GCAGPO chapter may result in the elimination of future participation in the EAP program.

Eligible Institutions: Payments under EAP will be made to National Institute of Governmental Purchasing (NIGP), Florida Association of Public Procurement Officials (FAPPO), accredited college(s) and other institutions recommended by the Scholarship Committee and approved by the Board.

Benefit Calendar Year: April – March; scholarships do not roll over; “Use it or lose it”

Benefit Amount per year: The Board establishes maximum EAP budget yearly based on GCAGPO’s allowable education funds. Funding per member limits are then set. Requests for amounts that exceed the maximum EAP will be considered on a case-by-case basis.

Email your completed application to the Scholarship Committee at EAP@gcagpo.org.
APPLICATION - EDUCATIONAL ASSISTANCE PROGRAM (EAP)

Email your completed application to the Scholarship Committee at EAP@gcagpo.org.

Date Submitted: ____________

Name_________________________  Title_________________________

Work Phone (___)________________  Work Fax (___)________________  Email_________________________

Entity Name_________________________

Street Address_________________________

City/State/Zip_________________________  Paid Member of GCAGPO_______(yes or no)

Name of Course_________________________  Date of Course_________________________

Course Sponsored by (NIGP, College, etc.)_________________________

Location_________________________

Fee_________________________  Entity Contribution: Yes_____  No_____  If yes, how much_________________________

Have you participated in the EAP in the past? Yes_____  No_____  (If yes, please give details)_________________________

Why do you want to take this course? How will it enhance your position?_________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

What service have you rendered to the GCAGO Chapter in the last year?_________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

Check Payable to/address:_________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

Amount requested:

Amount received from GCAGPO this term:

Max Allowed per 2019-20:

Term: Apr 1, 2019-March 30, 2020

(sum of above may not exceed max allowed) $600.00

Applicant Signature ___________________________  Title ___________________________

Supervisor Signature ___________________________  Title ___________________________

Version 04/16/2019