



Scholarship Assistance Guidelines

It is the purpose of the Cities Insurance Association of Washington (CIAW) Board of Directors, through the CIAW Fiscal Committee, to provide financial assistance to CIAW members to help promote training around risk management.

1. All applicants must be members of the CIAW in good standing.
2. Scholarships are reimbursed and shall have a maximum value of \$1,000.
3. Consideration for larger scholarships shall be considered by the full Board of Directors and involve events/trainings that impact or include more than one entity.
4. All requests for training assistance must be for the sole purpose of furthering development of a risk management culture through training that will assist the entity in reducing or controlling claims activity or losses in specific areas.
5. All applicants must submit the following information to the CIAW Fiscal Committee:
 - A completed scholarship application.
 - A letter from management or council expressing support for the requested funds.
 - Examples of training or continuing education for which scholarship funds could be utilized; sponsoring or co-sponsoring regional training(s) that would not only benefit your entity, but other similar entities within the CIAW. Trainings could be for financial, human resources, public works, irrigation workers, fire fighters, or law enforcement personnel.
 - Members are encouraged to seek advanced training in the areas of Public Records Handling, Finance, Safety, Americans with Disabilities Act (ADA), and Land use. It is the CIAW Board of Director's intention that scholarship funds are used for the improvement of the members risk management knowledge.
6. Staff at Clear Risk Solutions will receive and review each scholarship application. Based on the above criteria, CRS staff will make a recommendation to the Fiscal Committee.
7. The Fiscal Committee shall make the determination for each application; first-come first-served and based on the degree to which risk may be reduced and within the funds available.
8. All scholarships shall be included in the vouchers, per the normal expenditure process, for awareness by the full Board of Directors.