



## Scholarship Assistance Guidelines

**Purpose: It is the purpose of the Cities Insurance Association of Washington (CIAW) Board of Directors, through the CIAW Scholarship committee, to provide financial assistance to CIAW members to promote training in the area of risk management.**

1. All applicants must be members of the CIAW in good standing.
2. All requests for training assistance must be for the sole purpose of furthering development of a risk management culture through trainings which will assist the entity in reducing or controlling claims activity or losses in specific areas.
3. All applicants must submit the following information to the CIAW Scholarship 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) which would not only benefit your entity, but other like entities within the CIAW. This could be for financial, human resources, public works, irrigation workers, fire fighters or law enforcement personnel. The training must be associated with a line of coverage offered by the CIAW most likely in the area of Wrongful Acts or liability created by the operations of the particular user group.
  - Members are encouraged to seek advanced training in the areas of Public Records Handling, Finance, Safety, 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.

The CIAW Scholarship Committee will make recommendations to the CIAW Board of Directors regarding financial assistance. The CIAW Board of Directors will make the final determination of scholarship awardees and amounts. Scholarships will be awarded on a first come, first serve basis dependent on needs of the member on a reimbursement basis. Scholarships are up to \$750, but can be more where merited. The Scholarship Committee retains all discretionary authority to award funds.

4. All member applications will be reviewed and considered three times a year in the months of January, April, and October, based on funds available at the time of application. Scholarships may only be applied for once every two years.