



**Prevention Conference  
June 7-9, 2023  
Scholarship Application Guidelines**

The Pennsylvania Commission on Crime and Delinquency (PCCD) is generously offering SCHOLARSHIPS to attend the 2023 CPA Conference! Pennsylvania agencies, coalitions, institutes of higher education, school districts, organizations, providers, and college students are eligible to apply. The Scholarship Application will be open through Friday, April 14, 2023, or until all scholarships are awarded. Up to **50 scholarships to attend the conference in-person are available**. One scholarship includes:

- Conference registration fees for **one** individual to attend the **FULL In-Person Conference** during its scheduled time (June 7-9), including the pre-conference (Wednesday, June 7<sup>th</sup>, from 8:30 – 11:30 a.m.).
- Lodging for up to 3 nights (June 6-8), if applicant lives or works more than 50 miles from the [Penn Stater Hotel and Conference Center](#).
- The scholarship will also include the two virtual sessions scheduled June 5<sup>th</sup>, 2023, and the Reception the evening of June 7<sup>th</sup>.

When completing the application, you will have to answer the following questions:

1. A statement of financial need (1 to 2 sentences only).
2. How attending the conference will benefit your prevention efforts (1 to 2 sentences only).

**Application Guidelines**

I. Scholarship Details.

- a. A scholarship to the 2023 CPA Conference will cover the following:
  1. Conference registration fees for **one** individual to attend the **FULL in-person** conference.
  2. Lodging for up to 3 nights (June 6-8), if applicant lives or works more than 50 miles from the [Penn Stater Hotel and Conference Center](#).
  3. The scholarship will also cover the two virtual sessions being offered on June 5<sup>th</sup> and the reception the evening of June 7<sup>th</sup>.
- b. The Scholarship Application will be open through **Friday, April 14, 2023** or until all scholarships are awarded. *CPA reserves the right to extend the application deadline.*

II. Eligibility Requirements.

- a. Pennsylvania agencies, organizations, coalitions, institutions of higher education, school districts, and college students who have an interest in prevention.

- b. Priority will be given to applicants who attend the FULL conference during its scheduled time (June 7-9) including the pre-conference on Wednesday, June 7<sup>th</sup> from 8:30-11:30 a.m., and the two virtual sessions scheduled June 5<sup>th</sup>.
- c. If your organization/coalition is currently receiving PCCD funding you can apply, however your application will be placed on hold (*Section III*) and reviewed after the scholarship application closing date.
- d. **One** applicant per agency, coalition, institute of higher education, school district, organization, provider:
  - If more than one person applies from the same agency the first submitted applicant that meets the eligibility requirements will be approved. The other applicants will be placed on hold (*Section III*) and reviewed after the scholarship application closing date.
- e. Scholarship recipients cannot have previously registered for the 2023 conference.
- f. College students must apply on their own behalf and be currently enrolled in a PA institution of higher learning (college, university, technical institute). *There are a limited number of scholarships available for college students.*
- g. The scholarship recipients, and the applicant organization, will be responsible for meeting all attendee requirements, terms, conditions, and cancellation fees (if applicable).
- h. Cancellation policies apply (*section VIII*) to ALL scholarship recipients and their agency, coalition, school district, institute of higher education, provider, or organization.

### III. Application Hold.

**Please do not let a hold deter you from applying for a scholarship.** A hold means that not all requirements were met, but that doesn't mean that you won't be awarded a scholarship.

- a. After the application deadline date, if scholarships are available, applications placed on hold will be processed and approved or denied, based on date of submission, statements of need (financial and prevention benefits), and requirements met.

### IV. How to Apply.

- a. The Scholarship Application will be open through **Friday, April 14, 2023** or until all scholarships are awarded. CPA reserves the right to extend the application deadline.
- b. The link to apply is at the bottom of this document and on the [CPA website](#).
- c. Please make sure to read through this document (Scholarship Application Guidelines) before applying.
- d. Applicants will be notified as they are approved, but no later than April 14, 2023, as to the status of their application.

### V. Application Selection.

- a. Each application will be reviewed and evaluated on how the financial statement of need is presented and how attending the conference will benefit prevention efforts.
- b. Preference will be given to applicants that meet the eligibility requirements.
- c. If applying for the in-person event, lodging will be provided (up to 3 nights) if the applicant lives or works more than 50 miles from the [Penn Stater Hotel and Conference Center](#).
- d. Applications will be awarded on a first submitted, first awarded basis if all requirements have been met.

- VI. After Receiving a Scholarship.
- a. Scholarship recipients will receive instruction on how to register for the conference. No payment will be required when completing registration.
  - b. Once you receive this instruction, you will have **ten (10)** days to register for the conference, or your scholarship will be placed on hold.
- VII. Terms & Conditions and Reporting Requirements of ALL Scholarship Recipients.
- a. As a scholarship recipient, you are required to attend the sessions/days you indicated in your application, while they are occurring.
  - b. Complete an evaluation for all sessions (keynotes, workshops, pre-conference) attended and an overall conference evaluation by Friday, June 16, 2023. Evaluations will be provided during the conference.
  - c. Complete a Post-Conference Scholarship Survey by Friday, June 23, 2023. This survey will be emailed to recipients after the conference.
  - d. The scholarship recipient's name will need to be included on all evaluations submitted except for the overall conference evaluation.
  - e. The cancellation policy in this document (*section VIII*) applies to all scholarship recipients and their agency, coalition, institute of higher education, school district, provider, or organization.
  - f. College students will be asked to provide documentation indicating they are currently enrolled in PA college, university, or technical institute.
- VIII. Cancellation Policy.
- a. All cancellation requests must be emailed to Jeff Hanley, at [jeff.hanley@commonwealthpreventionalliance.org](mailto:jeff.hanley@commonwealthpreventionalliance.org).
  - b. If a cancellation occurs from the date a scholarship is awarded until April 14, 2023, no financial penalty will occur.
  - c. If a cancellation occurs between April 15, 2023 and May 4, 2023, a \$50 administrative/processing fee will occur, unless a replacement can be found (*section VIII.e.*).
  - d. Any cancellations made after May 4, 2023 will be responsible to pay the Commonwealth Prevention Alliance the full cost of the conference scholarship (registration and lodging) unless a replacement can be found by May 26, 2023 (*see in section VIII.e.*). A cancellation payment must be received by CPA no later than June 23, 2023.
  - e. The scholarship recipient and recipient agency, coalition, institute of higher education, school district, provider, or organization are responsible to find a replacement. Any replacement must meet the eligibility requirements set forth in this document.
- IX. Contingency.
- Scholarships are contingent on final fund availability. PCCD has given preliminary approval for the scholarships. If funding through PCCD does not occur, all scholarships will be rescinded by CPA with no financial penalty to the scholarship recipient or the recipient agency/coalition.

**APPLY NOW**

<https://www.surveymonkey.com/r/QFJVLPM>