



Prevention Conference
June 12 – 14, 2024
Scholarship Application Guidelines

The Pennsylvania Commission on Crime and Delinquency (PCCD) is generously offering SCHOLARSHIPS to attend the 2024 CPA Conference! The Scholarship Application will close on Friday, April 19, 2024, or until all scholarships are awarded. CPA reserves the right to change the deadline date based on scholarship availability, capacity, and/or attendance.

One conference scholarship includes:

- Conference registration fees for **one** individual to attend the **FULL In-Person Conference** during its scheduled time (June 12-14), including the pre-conference (Wednesday, June 12, from 8:30 – 11:00 a.m.).
- Lodging for up to 3 nights (June 11 – 13), if applicant lives or works more than 50 miles from the Hilton Harrisburg, One N 2nd St, Harrisburg, PA 17101.
- The 4 virtual sessions scheduled June 5 and 6, 2024.
- The reception on the evening of Wednesday, June 12.

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 2024 CPA Conference will cover the following:
 1. Conference registration fees for one individual to attend the FULL In-Person Conference during its scheduled time (June 12-14), including the pre-conference (Wednesday, June 12, from 8:30 – 11:00 a.m.).
 2. Lodging for up to 3 nights (June 11 – 13), if applicant lives or works more than **50** miles from the Hilton Harrisburg, One N 2nd St, Harrisburg, PA 17101.
 - b. The Scholarship Application will be open through **Friday, April 19, 2024** or until all scholarships are awarded.
- II. Eligibility Requirements.
 - a. Pennsylvania agencies, coalitions, institutes of higher education, school districts, organizations, providers, faith-based organizations, community-based organizations, and college students are eligible to apply who have an interest in prevention.

- b. Priority will be given to applicants who attend the FULL conference during its scheduled time (June 12-14) including the pre-conference on Wednesday, June 12, from 8:30-11:00 a.m. If you can't attend the full conference including the pre-conference then your application will be placed on hold (Section III) and reviewed after the application closing date. **Please do not let a hold deter you from applying for a scholarship**
- 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 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 2024 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. A current student ID and/or other supporting documentation will be requested after application is received.*
- 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 19, 2024** 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 weekly and no later than April 19, 2024, as to the status of their application.

V. Application Selection. CPA does not discriminate based on race, color, national origin, religion, sex, sexual orientation, gender identity, disability, or age; and that it does not retaliate against persons who file a discrimination complaint or lawsuit, who complain about discrimination; or who participate in a discrimination proceeding, such as being a witness in a complaint investigation or lawsuit.

- 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 Hilton Harrisburg.
- 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 21, 2024. Evaluations will be provided during the conference.
 - c. Complete a Post-Conference Scholarship Survey by Friday, June 28, 2024. This survey will be emailed to recipients after the conference.
 - d. 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.
 - e. College students will be asked to provide documentation indicating they are currently enrolled in PA college, university, or technical institute.

VIII. **Cancellation, No-Show, and Substitution Policy for Scholarship Recipients**

- a. If you are unable to attend, we encourage you to send a substitute.
- b. If a cancellation occurs from the date a scholarship is awarded until April 19, 2024, no financial penalty will occur.
- c. If a cancellation occurs between April 19 – May 13, 2024, a \$100 administrative/cancellation fee will occur and be billed to the scholarship recipient and/or their organization, unless a substitute can be found (section VIII.e.).
- d. Any cancellations made after May 14, 2024 the scholarship recipient and/or their organization will be responsible to pay the Commonwealth Prevention Alliance the full cost of the conference scholarship (registration and lodging) unless a substitute can be found by May 31, 2024 (see in section VIII.e.). A cancellation payment must be received by CPA no later than June 7, 2024.
- e. Registrants may request to send a substitute to the in-person event up to Friday, May 31, 2024. To do so, please contact Jeff Hanley, at jeff.hanley@paprevention.org

- 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