

About the Keville Scholarship

For the past nine years, the Francis Keville Memorial Trust Fund has generously provided the Construction Management Association of America (CMAA) funds for a scholarship to be given to a woman or minority college student studying construction management (CM). The CMAA Foundation, a 501(c)3 charitable organization [tax identification no. 54-1803080], awards this scholarship annually, to qualified students. The scholarship is meant to help offset the cost of pursuing a CM or CM-related degree. The amount of this scholarship varies from year to year, but typically averages \$5,000.

Eligibility Criteria

1. Must have completed a minimum of one full academic year of studies, and must have a minimum of one full academic year remaining prior to completing the degree being pursued.
2. Must be enrolled in a Construction Management degree program, or other CM-related degree program, and show a strong interest in a career in CM, as demonstrated by a response to the essay question in the application package.
3. Must be classified as a minority or female. Minorities recognized are those specified by the EEOC, i.e. Black, Asian, American Indian or Alaskan Native, Pacific Islander, Hispanic, etc...

NOTE: Incomplete applications will not be considered by the Foundation. The application and all associated attachments must be submitted electronically. Hard copies of transcripts, essays and recommendations must be scanned and sent electronically. Hard copy applications and attachments will not be considered.

Scholarship Application Process

Scholarship applications should not be submitted through regional CMAA chapters.

All applications and supporting materials must be submitted directly to the CMAA Foundation. Be sure to fill out the CMAA Foundation application completely and submit it with all accompanying attachments electronically to foundation@cmaanet.org, no later than **April 30, 2017**.

See the Application Checklist on page 4 for guidance in assembling your application. Page 10 of this application should be provided to your academic/faculty advisor for his/her recommendation, which the advisor will submit directly to the Foundation.

Scholarship Review Process

1. The CMAA Foundation scholarship selection committee will review all completed applications and will make its recommendations to the CMAA Foundation Board of Directors for approval. Selected winners will be notified on or about August 1, 2017.
2. A scholarship check will be mailed directly to the student's college/university upon the student's acceptance of the scholarship and CMAA's verification of the student's enrollment status and Keville Scholarship eligibility. If the student has already paid his/her charges to the school and can provide proof thereof in the form of a statement from the school, CMAA will provide the check directly to the student.
3. While not mandatory, the scholarship winner is strongly encouraged to attend CMAA's National Conference & Trade Show October 8-10, 2017 in Washington, DC. The winner will be recognized at CMAA's Annual Meeting and will be invited to participate in all conference activities. The winner's travel expenses (round-trip, 21-day advance purchase airfare, hotel, ground transportation), and National Conference registration fees will be covered by CMAA.

Selection Criteria

While regional chapters may use their own evaluation criteria, the CMAA Foundation scholarship selection committee will consider the following in selecting winners of the national scholarships:

- Academic performance: 35%
- Quality of essay on future plans and scholarship interest: 20%
- Recommendation of faculty advisor: 15%
- Extracurricular activities: 25%
- BONUS: Student member of CMAA National: 5%

Helpful Hints

- All sections of the application, including the Application Checklist, must be completed in full and submitted electronically. An application submitted missing any of the sections and without a signature will be disqualified from consideration.
- The response to the essay must be typed. Be sure to check spelling and grammar carefully. Please remember that your application will be scanned and disseminated to the selection committee electronically; presentation is important.
- The subject line of your email when submitting should include your last name and school name. Please submit one email with **all completed sections of the application, in one PDF document, including the transcripts but not the Advisor's portion as that comes directly to the Foundation.** Applications received with several individual pieces will be returned for consolidation.
- Please keep a copy of your complete application package and request proof of electronic delivery. The returned proof of delivery will serve as verification that your application has been received. No additional notification will be provided.

Scholarship Application Checklist

To be considered for the Keville Scholarship, you must complete the following checklist and include it with the application submission, which is to be forwarded electronically as one PDF document with the exception of the Advisor's portion.

Completed **all** sections of the application packet, including:

General Information

Academic Information, including Current Academic Schedule

Included an official transcript from each school attended for undergraduate and/or graduate credit, in plenty of time to meet the application submission deadline.

Please supply the following information related to transcripts:

School Name(s)

Date of Transcript Request

Extracurricular Activities

Employment (If applicable)

One Essay on Future Plans and Scholarship Interest

Distributed the evaluation/recommendation form to your academic or faculty advisor and let your advisor know the completed form and one-page statement must be submitted directly to the CMAA Foundation electronically by **April 30, 2017**.

Proofed the spelling, grammar, and the presentation of the application.

Signed and dated the application package.

Made a copy of the completed application package.

Emailed the application by **April 30, 2017**, with your last name and school name in the email subject line.

General Information

First Name			
Last Name			
Birth Date			
Street Address			
City			
State/Province			
Postal Code			
Country			
Phone Number			
Email			
Current College/University:			
Address			
City			
State/Province			
Postal Code			
Phone Number			
CMAA Member?	Yes	No	
CMAA Regional Chapter Affiliation	Yes	No	If yes, please provide name:
CMAA Student Chapter Affiliation	Yes	No	If yes, please provide name:
Are You a CMIT?	Yes	No	
Previous CMAA Foundation Scholarship Recipient	Yes	No	If yes, when?
Qualify for Francis M. Keville Scholarship (EEOC minority or female applicant)*	Yes	No	* For 2017, CMAA is only offering the Francis Keville Scholarship. If you do not qualify for this scholarship, please do not to submit an application. Thank you for your cooperation.

The CMAA Foundation scholarship program does not discriminate on the basis of age, race, gender, religion or national origin in the awarding of scholarship grants.

Academic Information

Student Classification at Time of Application, i.e. 3rd year undergraduate, 1st year graduate	
Type of Degree Sought, i.e. BS, MA	
Anticipated Graduation Date	
Cumulative GPA	
Major Field of Study	
GPA in Major	
Minor (or Concentration) Field of Study	

Please list the names, locations, and dates of enrollment for any other colleges or universities you attended while seeking your current degree.

1. _____
2. _____
3. _____
4. _____

Please list any academic honors and awards you've received.

1. _____
2. _____
3. _____
4. _____

Current Academic Schedule and Transcripts

Please attach your current academic schedule. You also must include an **official** transcript from each school you have attended for undergraduate **and** graduate credit.

Both the current academic schedule and transcript(s) must be scanned from originals or provided electronically. Application packages will not be considered complete unless the current academic schedule and official transcript(s) are included in the overall PDF document.

Extracurricular Activities

Please list any extracurricular information you consider to be significant, beginning with the most recent and working back chronologically. Emphasis will be given during judging on activities connected to the CM industry. Do not list every detail about every position or activity. Rather, provide a general sense of your responsibilities and commitment. Attach additional sheets containing other extracurricular activities if necessary.

1. Organization Name	
Activity	
Date Range	
Hours	
Description	
2. Organization Name	
Activity	
Date Range	
Hours	
Description	
3. Organization Name	
Activity	
Date Range	
Hours	
Description	
4. Organization Name	
Activity	
Date Range	
Hours	
Description	

Employment

If applicable, please enter information regarding your most recent employment. Attach additional sheets containing other employment if necessary.

1. From (month/year):		To (month/year):	
Company Name			
Address			
Supervisor Name			
Your Position			
Duties			
Hours Per Week			
1. From (month/year):		To (month/year):	
Company Name			
Address			
Supervisor Name			
Your Position			
Duties			
Hours Per Week			
1. From (month/year):		To (month/year):	
Company Name			
Address			
Supervisor Name			
Your Position			
Duties			
Hours Per Week			

Essay

Applicants must submit **one** original essay, addressing **both** of the following topics, to be considered for a scholarship. Please do not exceed two, **typed**, single-spaced pages.

1. Future Plans

Please tell us why you are interested in a career in Construction Management.

AND

2. Scholarship Interest

Please explain to the CMAA Foundation scholarship committee why you should receive the Keville Scholarship.

Applicant Signature

By submitting this application package for the Keville Scholarship, I certify that the information contained herein is accurate and factual to the best of my knowledge.

Also, I acknowledge that all decisions of the scholarship committee are final.

Name: _____ **Date:** _____

Academic/Faculty Advisor Evaluation Form & Recommendation Statement

NOTE TO THE APPLICANT: Fill in the first portion of this form before giving it to your advisor.

Applicant's Full Name	
College/University Name	
Department	
Academic or Faculty Advisor Full Name	

NOTE TO ADVISOR: This application (due **April 30, 2017**) is not complete without your evaluation of the applicant. You are encouraged to provide frank statements about the applicant's academic competency, achievements and prospect as a future CM/AEC professional in a **one-page recommendation letter**.

Your evaluation is confidential and will not be shared with the applicant. The judges consider your evaluation to be very important. Your letter will make up 15% of the applicant's total score.

How long have you known this student?		In what capacity?	
How often do you see this student?			

Once completed, please email this form along with your one-page recommendation letter to foundation@cmaanet.org. Please indicate the applicant's last name and school in the subject line of your email. Forms may be scanned and emailed. Recommendation letters should be completed digitally.