Massachusetts Recreation and Park Association

William C. and Carol Kilcoyne Grant Program

The William C. and Carol S. Kilcoyne Continuing Education Grant was established in 2004 to recognize the significant contribution the Kilcoyne's have made to the development and continuity of MRPA. Mr. Kilcoyne was a past president and long-standing treasure of MRPA with over 27 years of service as the Park and Recreation Director for the town of Wayland, Massachusetts. Mrs. Kilcoyne was the association's first Executive Secretary, serving in that capacity for 21 years. To honor the Kilcoyne's commitment to the profession, the MRPA established this annual program to assist professionals pursuing ongoing professional development in the park and recreation industry.

The Kilcoyne Grant Program administers and awards up to $500 to fund the registration fees and related material costs associated with Continuing Education Units (CEU's), educational workshops, NRPA Schools and certification programs.

Examples of grant awards include:

- MRPA Annual Conference Registration
- NRPA National Conference Registration
- CEU Certified Programming/ Trainings
- Professional Certification Course Study Materials/ Trainings (CPRP, CPRE, CPSI etc.)
- NRPA sponsored schools (i.e.. Director School, Event Management School, etc.)

Grant awards will NOT cover:

- Conference/ Education travel fees (airfare, gas, etc.)
- Meal fees or housing accommodations
- Exam Fees for Certification Programs

*Applications must be received complete prior to the related conference/ training. The MRPA Executive Board reserves the right to determine if an application meets or does not meet with requirements.

APPLICATION MATERIALS

Application must be accompanied by the following:

1. Resume including work, education, and volunteer experiences
2. Two (2) letters of recommendation from individuals familiar with your job/educational performance. These letters should include the length and nature of your association, relationship to you, address, phone number and a detailed reason why you are deserving of the grant.
3. A completed grant application, which is attached to this document.

APPLICATION INSTRUCTION & GUIDELINES

1. Must submit and attached COMPLETED application. Any incomplete applications will not be considered
2. Applicant **must be a member** in good standing of MRPA.

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3. Applicant must be able to show proof that they are presently employed full-time in a paid capacity in the Parks, Recreation, and/or Leisure Services field OR currently enrolled in an undergraduate or graduate program in the recreation/parks area and/or related field.
4. Applicant must justify intent of using this award towards furthering their training and/or education.
5. All applicants will be received by MRPA on a rolling basis. MRPA will not return any materials submitted with the application.
6. Please include a detailed brochure/description of desired program including specific fees.
7. Applications may be submitted via email at kdupont@massrpa.org or you may mail completed application to:

Massachusetts Recreation & Park Association
Attn: Kilcoyne Grant Committee
11 Apex Drive, Suite 300A
Marlborough, MA 01752

8. All electronic materials must be in Adobe PDF format.

GRANT AWARD GUIDELINES

The Kilcoyne Grant Scholarship will be paid out in the form of reimbursement. Once registered for the conference, certification program, training, etc. your application has been awarded towards; please submit proof of registration. Check for awarded funds will be sent within 10 business days to the town or individual responsible for the payment. Grant awards will not be paid out prior to registration. Grant awards will be administered after successful completion of the conference/ training. Applicants may only be awarded one grant per fiscal year (July 1-June 30) and towns are only eligible for 2 Kilcoyne Scholarships per fiscal year.

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Applicant Name: _____

Mailing Address: _____

E-Mail Address: _____

Phone Number: _____

Department/ Agency/School: _____

Mailing Address: _____

Town/City: _____ State: _____ Zip: _____

# of Years as MRP A Member: _____

Amount of Dollars Requested $ _____

Continuing Education Application Questions

1. Why are you seeking this grant? What program/certification/educational experience will this be applied to?

2. Describe how you believe you will benefit from participating in this experience? (250 words or less)

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3. Describe how you and MRPA will benefit from your participation in this professional development program. (250 words or less)

4. How do you plan on implementing the experience gained from this professional development opportunity within your community? (250 words or less)

5. Briefly describe your involvement, if any, with the MRPA/NRPA. (150 words or less).

6. Are you receiving any financial support from your current employer to help fund educational programs such as those supported by this grant? If so, how much?

I certify that the submitted information is complete and accurate to the best of my knowledge.

Signature:_____ **Date:**_____