NAIW Legacy Foundation - Overview

• Formed in 2006 as the philanthropic arm of NAIW International, now the International Association of Insurance Professionals.

• We are an association of insurance and risk management professionals dedicated to the perpetuation of those industries through education, networking and industry alliances.

• Gained IRS 501(c)(3) status on 4/16/2007 allowing gifts to be tax deductible

• Legacy Foundation Task Force, is pleased to offer the scholarship and grant programs to support the professional development of our members.
Let’s get started!

Scholarships & Grants

• Do you know what you’re applying for?
• Do you qualify?
• Do you know where to find the application and guidelines?
  http://www.internationalinsuranceprofessionals.org/?page=foundation_scholar
Make the most of the application process

• Read through the directions carefully. Then re-read them!
• Understand the qualifications and requirements.
• Don’t let your application be the one that is not considered because you failed to follow directions.
• Although our focus is on the Legacy Foundation Scholarship and Grant applications – the basic instructions are universal.
What should you do first?

- **KNOW YOUR DEADLINES** - Late submissions will be disqualified.
  - **Scholarship** Application deadline is **January 15th**
  - **Grant** Application deadline is **October 15th**
General Submission Guidelines

TYPE YOUR APPLICATION

All applications and supporting documents must be typewritten

• SUBMIT WITHIN THE SPECIFIED AWARD PERIOD
  – Must be submitted online by the deadline date to be considered
  – No late or incomplete applications will be considered
General Submission Guidelines – Continued..

• Prior recipients must provide proof of successful completion for any program/course where they received a Legacy Foundation Scholarship.

• Submit detailed documentation supporting the costs for the course/registration for which the scholarship is requested.
Scholarship Application for NAIW International Legacy Foundation

- Who are scholarships awarded to?
  - Individuals
- What are scholarships to be awarded for?
  - Professional Development Programs
  - Continuing Advanced Education
  - Registration Fees for attendance at IAIP Conventions & Conferences
Scholarship Application Breakdown

• Section I – Scholarship Information
• Section II – Contact Info
• Section III – Professional Development
• Section IV – IAIP Involvement
• Section V – Employment Status / Work Experience / References
Application screenshots

SECTION III – PROFESSIONAL DEVELOPMENT

Proposed or current interest in the following courses of study. (check all that apply)

- Actuarial Science
- Business
- Computer Science
- Finance
- Risk Management & Insurance
- Other (please state) ________________________________

**Degrees and designations earned or anticipated:** List any Insurance, Risk Management or Actuarial Science degrees or designations that you have earned or anticipated. *(If needed, expand the table or attach additional sheets with employment details)*

<table>
<thead>
<tr>
<th>Degree or Designation</th>
<th>Date Earned or Anticipated Completion Date</th>
<th>Institution or Sponsoring Organization</th>
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**APPLICATION TIP:**
Be sure to include “Anticipated” degree or designation – example would be the CLP Designation.
SECTION IV – IAIP INVOLVEMENT
Please list IAIP involvement by identifying leadership and event participation activities.

**Leadership:** List the IAIP leadership positions held **within the last five (5) years.** Options include serving or chairing a Local, Council, Regional or International Committee.

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<th>Position:</th>
<th>Dates:</th>
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**Event Participation:** List the IAIP event participation **within the last five (5) years.** Options include Council Meetings, Regional Conferences or International Conventions.

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**Please include a confirmation letter, by an officer at any level, regarding your involvement in IAIP activities.**
Application screenshots continued

SECTION V – Employment Status

Current employment status: □ Full time □ Part time □ Self-employed □ Unemployed

Current Employer: ________________________________________________________________

Current Title: ________________________________________________________________

Role/Major Responsibilities: ______________________________________________________

APPLICATION TIPS:

List most recent employment FIRST.

Include 2 Business or Personal References and Letters of Recommendation. Use this as your opportunity to stand out.

WORK EXPERIENCE

Indicate additional insurance employment (list most recent first). (If needed, expand the table or attach additional sheets with employment details)

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<thead>
<tr>
<th>Dates of Employment</th>
<th>Employer</th>
<th>Position(s) Held</th>
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REFERENCES

Provide two (2) business or personal references, if available. Include letters of recommendation.

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<thead>
<tr>
<th>Name</th>
<th>Business or Personal Reference</th>
<th>Phone</th>
<th>Email</th>
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Scholarship - Qualification Criteria

Applicant must:

• Be a current member of IAIP

• Be currently employed in (or supporting) the insurance industry, previously employed, or actively seeking employment.

• Use the scholarship for one of the following:
Scholarship qualifications - continued

• Course of study designed to improve or increase knowledge &/or skills required for your current employment or while seeking new employment

• Attendance at International Conventions, Regional Conferences or Council Meetings
  *Only the registration fee is covered by scholarship

• Applicant must not be receiving full reimbursement for the expenses of tuition, books, convention registration, etc. from their employer or any other outside source.
Scholarship Specific Guidelines

• Scholarships will only be awarded for programs/events occurring after the decision announcement date.

• Programs or event attendance must be completed within 12 months of receipt of the scholarship.

• Proof that awards have been used for the intended purpose (i.e. evidence of course completion, receipts for educational materials, etc.) will be required.

• Scholarship recipient agrees to the use of her or his name by the Legacy Foundation for promotional use, including optional photo use.
Scholarship Checklist – Does your submission include all of the following?

- Section I – Scholarship Information *w/supporting docs
- Section II – Contact Info
- Section III – Professional Development
- Section IV – IAIP Involvement  *include confirmation letter
- Section V – Employment Status / Work Experience / References
- Section VI – Professional Goals
- Section VII – Attestation
Scholarship Submission Process

http://www.internationalinsuranceprofessionals.org/?page=scholarship

Complete the application and submit with all required documentation via the online submission form.

Only online submissions will be accepted.
Grant Application for NAIW International Legacy Foundation

• What are grants awarded for?
  ➢ Legacy Foundation provides funding for education-related programs and projects benefiting the insurance industry.
  ➢ The objective is to reward local associations, councils and regions for creating programs that effectively educate our members on a peer-to-peer basis.
Grant Specific Guidelines

SUBMISSION GUIDELINES

- Each local association/council/region is allowed one submission per submission period. Multiple associations can collaborate on a submission, but there will only be one award for each program.

- Grants will only be awarded for programs to be held after the decision announcement date. No past events, or events occurring prior to the decision announcement date, will be considered.
Grant Specific - continued

Provide the following with your application:

• **Purpose of Request**

Include why your local association/council/region is interested in hosting this program and requesting the grant. If you have applied for and/or received other funds for this same purpose, please provide details of that application.
Grant Specific - continued

• **Background on Local, Council or Region:**
  You will need to tell us about your local association/council/region and why you need this grant.

• **Program Description:** Provide a brief description (maximum length – two pages) of the program’s content and design.
Grant Specific - continued

- **Project Budget**: Outline the budget associated with the course/program.

- **Speaker Bio and Fee**: If requesting support for an educational program speaker, provide the speaker bio and fee.

- **Marketing Plan**: Provide a high-level overview of the marketing plan you will undertake to promote this program.
Grant Management

SPONSOR RECOGNITION

The Legacy Foundation, as well as other relevant sponsors, will be recognized during the delivery of the program. Such recognition includes showcasing the Legacy Foundation’s logo (found online under “Forms”, in the Members Only section of the website) and mentioning the Legacy Foundation during the session’s opening statement.
Grant Management continued

• Grant amount awarded may be less than amount requested.

• A written report detailing the program’s success is due to the Legacy Foundation within 60 days of completion of the program and should include attendance numbers.
NAIW INTERNATIONAL LEGACY FOUNDATION
GRANT APPLICATION

GRANT REQUEST DETAILS

Association Level: (select one)

☐ Local: __________________________________________

☐ Council: _________________________________________

☐ Region: _________________________________________

Program Project Name: _______________________________________

Program Date: _____________________________________________

Grants will only be awarded for programs to be held after the decision announcement date.

Grant Amount Requested: _____________________________________________

Grant amount awarded may be less than amount requested.
AUTHORIZATION
This form requires two signatures

Association President

Signature ___________________________ Date

Association Officer (President-Elect, Secretary, etc.)

Signature ___________________________ Title ___________________________ Date

Council Director or Regional Vice President

Signature ___________________________ Title ___________________________ Date

Custodian of Funds (Treasurer)

Signature ___________________________ Title ___________________________ Date
Grant Checklist – Does your submission include all of the following?

- Section 1: Grant Request Details
- Section 2: Contact Information
- Section 3: Purpose of Request
- Section 4: Background on Local, Council or Region
- Section 5: Program/Course Description (*maximum length – two pages*)
- Section 6: Project Budget
- Section 7: Speaker Bio and Fee (*if a speaker is needed*)
- Section 8: Marketing Plan
- Section 9: Authorization

*Authorization – requires 2 signatures from any of the sections*
Grant Submission Process

http://www.internationalinsuranceprofessionals.org/?page=grant

Complete the application and submit with all required documentation via the online submission form.

Only online submissions will be accepted.
# Timeline Review

<table>
<thead>
<tr>
<th>Task</th>
<th>Scholarship Application</th>
<th>Grant Application</th>
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<tbody>
<tr>
<td>Application Deadline</td>
<td>Jan 15(^{th}) @5 pm EST</td>
<td>Oct 15(^{th}) @5 pm EST</td>
</tr>
<tr>
<td>Selection Notification</td>
<td>Feb 15(^{th})</td>
<td>Nov 15(^{th})</td>
</tr>
<tr>
<td>Fund Distribution</td>
<td>Feb 15(^{th})</td>
<td>Nov 15(^{th})</td>
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</table>
Reminders

• Scholarships/Grants will only be awarded for programs/events occurring after the selection notification/decision announcement date.

• Questions? Problem downloading or sending in your application?
  Contact Beth Chitnis at exec.dir@iaip-ins.org or 800.766.6249 x 1

• Scholarship/Grant amount awarded may be less than amount requested.