



*Strengthening the capacity of the nonprofit sector in Monmouth and Ocean Counties and encouraging collaboration and coordination of resources through training, resource referral, consulting and supportive services.*

---

# Certificate in Nonprofit Management Scholarship Application

A limited number of scholarships are available from the NAC for 100 percent tuition reimbursement for Brookdale Community College's Certificate in Nonprofit Management for qualified individuals who work in the nonprofit field. Scholarship funds are provided by Jersey Central Power & Light, A FirstEnergy Company.

The scholarship grant covers 100 percent reimbursement of tuition and fees up to a maximum of \$595.

- All 5 courses of Brookdale's 37.5-hour certificate program must be completed to qualify for tuition reimbursement.
- Individual courses of the program are not eligible for funding.
- Courses must be complete within a one-year time period.
- Please consult Brookdale's Professional and Personal Development bulletin for dates and times of classes. ([www.brookdalecc.edu/bcd/](http://www.brookdalecc.edu/bcd/)).

Scholarship recipients receive full tuition reimbursement upon submission of all *Attendance Verification* forms signed by the instructor that show a minimum 80 percent attendance IN EACH OF THE FIVE COURSES of the certificate program.

**Training Locations:** Courses may be held at the Lincroft campus, or at a higher education center in Asbury Park, Keansburg, Long Branch, Wall or at the branch campus in Freehold. Students are responsible for their own transportation.

**Notification:** All applications will be notified by mail of selection decision.

## **SCHOLARSHIP APPLICATION: CERTIFICATE IN NONPROFIT MANAGEMENT**

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Executive Director: \_\_\_\_\_

Employer phone: \_\_\_\_\_ E-mail \_\_\_\_\_

Start date and class as indicated in the applicable Professional and Personal Development bulletin:

\_\_\_\_\_

### **APPLICATION DEADLINE**

Applications must be received no later than the 10<sup>th</sup> of the month PRIOR to the month in which the initial course begins. Applicants will be notified by the end of the month in which they have applied. The scholarships are for new registrants. Scholarship funds are not given for courses completed prior to approval of an application.

### **HOW TO QUALIFY**

Grant recipients must be employed by a nonprofit 501(c) organization for a minimum of two years prior to the application. *A letter of employment verification and recommendation from the executive director of the agency must accompany the application.*

### **REGISTRATION**

Students are responsible for registering for each individual class. A place is not held in classes for scholarship recipients. Nonprofit Management Certificate scholarship awards are lost if not used within a one year time period.



---

---

---

## **ATTENDANCE POLICY**

Student must complete all academic requirements and attend 80 percent of the classes for each of the required courses—no exceptions

**Only completed applications received by the deadline will be considered.**

Send Application to:

Mary Ann Waclawik  
Program Administrator  
Brookdale Community College  
765 Newman Springs Road  
Lincroft, NJ 07738  
732 224 2508  
mwaclawik@brookdalecc.edu

***Certificate in Nonprofit Management scholarships  
are made possible through a generous donation by***

**Jersey Central**  
**Power & Light**  
*A FirstEnergy Company*