

Scholarship Application Guide

Purpose:

The Texas Children's Justice Act (CJA) program aims to reduce additional trauma to child abuse victims by promoting coordinated, multidisciplinary, and child-friendly approaches to the investigation and intervention in child abuse cases. To this end, the CJA program provides scholarship opportunities for professionals working in the child protection field to further develop their knowledge and skills by attending high quality, training events. The CJA program is pleased to offer a limited number of scholarships to individuals and teams to participate in the following conferences:

- ✚ **ChildSafe Annual Child Abuse Conference**
Dates: January 5-6
Location: San Antonio, TX

- ✚ **Child Welfare League of America National Conference**
Dates: February 26-27
Location: Washington, DC

- ✚ **National Children's Advocacy Center Annual Symposium**
Dates: March 19-22
Location: Huntsville, AL

- ✚ **18th Annual National Conference on Child Abuse and Neglect**
Dates: April 16-20
Location: Washington, DC

- ✚ **Crimes Against Children Conference**
Dates: August 13-16
Location: Dallas, TX

Eligibility:

Awards are open to professionals and volunteers working in the child-protection field within the state of Texas whose applications demonstrate the relevance of the requested training to their work in the child-protection field. Individuals may receive only one award per grant year.

Awards:

Successful applicants may receive up to \$1,000 per person (\$5,000 maximum per application) to cover conference registration fees and those travel costs directly related to conference attendance. Scholarships will be administered on a reimbursement basis and are dependent upon the submission of appropriate supporting documentation. Unless otherwise approved, the primary applicant's organization is responsible for the upfront payment of expenses, including the cost of attendance for any other attendees included in the request, even if these attendees are not employees of the organization. Reimbursement will be made to the primary applicant's organization unless CJA staff gives prior approval. Successful applicants must submit a request for reimbursement within thirty (30) days following the training event on a form provided by the Texas Center.

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Application Guidelines:

To apply, please complete our Scholarship Application Form and send to Attn: Heidi Penix via fax or email at 512-469-7664 or heidip@yourhonor.com. Your application must be received at least 45 days in advance of the conference start date. Please make sure your form is complete and that you have accurately described your need for this training.

Announcement of Awards:

You will be notified of your award on a rolling basis as applications are received, but no later than 30 days prior to the training event. Notifications will be sent via email to the primary contact person listed on the application. Scholarships will be awarded in the order in which they are received.

Reimbursement Policy:

The CJA program will pay reasonable expenses for scholarship recipients attending approved trainings or conferences. Acceptable expenses may include, but are not limited to, registration fees, lodging, meals, personal auto mileage, car rentals, taxi fare, parking fees, and air transportation. Reimbursement for travel expenses should be based upon actual expenses with the exception of meals (see below).

Receipts are required for all expenses in excess of twenty-five dollars (\$25).

- Lodging:** Lodging expenses will be reimbursed at the federal rates established by the U.S. General Services Administration (see below). When applicable, CJA will honor special group hotel rates negotiated by the training program sponsors. CJA staff reserve the right to designate allowable hotels and rate caps for certain events and will notify scholarship recipients of these restrictions in advance.
- Meals:** Meals will be reimbursed on a per diem basis and receipts are not required. The per diem rate used will be that established by the U.S. General Services Administration (see below).
- Mileage:** Reimbursement for the use of personal automobiles will be based upon the mileage rate in effect on the State Comptroller's website at the time of travel.
- Airfare:** Recipients will not incur airfare costs in excess of the customary standard, coach, or equivalent airfare offered during normal business hours except when the customary standard fare would require circuitous routing, require travel during unreasonable hours, excessively prolong travel, result in increased cost that would offset transportation savings, is not reasonably adequate for the physical or medical needs of the traveler, or is not reasonably available to meet mission requirements. Once the scholarship application is approved, airfare should be purchased as soon as possible to secure the most economical rate.

Resources:

U.S. General Services Administration: <http://www.gsa.gov/Portal/gsa/ep/home.do?tabId=0>