

**BOMA Dallas Foundation  
Scholarship  
Terms and Conditions**

## Table of Contents

<b>Section 1: Overview .....</b>	<b>3</b>
<b>Section 2: Eligibility.....</b>	<b>3</b>
<b>Section 3: Application Process.....</b>	<b>4</b>
<b>Section 4: Evaluation Procedure.....</b>	<b>4</b>
<b>Section 5: Award Value.....</b>	<b>5</b>
<b>Section 6: Terms of Award .....</b>	<b>5</b>

## Section 1: Overview

The BOMA Dallas Foundation promotes professionalism in the commercial real estate industry by providing full and partial scholarships to industry education and training classes.

The Foundation offers scholarships for:

- BOMI Designation Programs
- Professional Development in BOMA (Attendance at Regional or International Conference)
- College/Technical Programs
- Internship Opportunities for Principal Member Companies of BOMA Dallas (awarded during spring period ONLY)

**Application Periods: April 1-May 15 and September 1-October 15.**

## Section 2: Eligibility

**Scholarships are Available to a Person Who Meets One of the Below Criteria:**

- Who are members in good standing of BOMA Dallas.
- Who are employed in management, operations, engineering or maintenance of Dallas BOMA Member Companies. These persons do not have to be members of BOMA Dallas but must work for a company that has a Principal member who is a BOMA Dallas member.
- Who are seeking a designation through BOMA Dallas (through the Building and Owners and Managers Institute, BOMI). These persons do not have to be members of BOMA Dallas but must work for a company that has a Principal member who is a BOMA Dallas member.
- Who are Students enrolled in college or a technically oriented program related to the commercial real estate industry. These persons must demonstrate an interest in commercial real estate and must agree to become a Student Member of BOMA Dallas if a scholarship is awarded. Student Membership would be defined and administered by The Membership Committee of BOMA Dallas, and approved by the Board of Directors of BOMA Dallas.

**Scholarship Opportunities are Available to:**

- Eligible persons who wish to pursue a designation offered by, or attend educational courses offered by BOMI, including:
  - RPA, FMA, SMA, SMT Designations
  - PAC, PMFP, FMC, SMC, BEC Certificates
  - High Performance (HP) Program
- Eligible persons who wish to attend professional development or education courses offered by BOMA or educational courses offered by BOMA Dallas, including:
  - BOMA International Conference
  - BOMA Southwest Regional Conference
  - BOMA MOB & Healthcare Conference
  - Texas Real Estate Commission

Eligible persons who desire to attend either a Regional or International conference sponsored by BOMA and whose employer or property owner will not reimburse the costs to attend. The scholarship is intended to allow the recipient to attend the education opportunities at these conferences.

- Eligible persons who wish to attend a College or Technical School course or program related to commercial real estate.
- Eligible persons who are employed in an intern capacity by a BOMA Dallas Principal Member firm, in the field of property management, for a term of not less than 60 days duration.

### Section 3: Application Process

#### **Applying for an Initial Scholarship:**

- Complete the application.
- Write a personal statement.
- Provide two signed letters of recommendation.

#### **Applying for a Subsequent Scholarship:**

- Complete the application.
- Write a one-page summary.
- Provide records showing successful completion of the education for which the earlier scholarship was awarded. Provided records will depend upon scholarship type.
- Provide two signed letters of recommendation if prior letters are more than twelve (12) months old.

### Section 4: Evaluation Procedure

Applications will be evaluated in an objective and nondiscriminatory manner by an independent committee of experienced members of the industry. No scholarship may be awarded to an officer, manager or Trustee of The Foundation, or to a member of the independent committee, nor to a substantial contributor. Family members of the aforementioned individuals are also not eligible to receive scholarship awards.

Members of the Independent Committee performing the evaluation will use a grading matrix to facilitate their review and decision making. This matrix is included in this Terms and Conditions Manual and may be modified from time to time as the need arises.

The applicant certifies that the information provided is complete and accurate. The applicant also agrees to provide supporting documentation to verify the information in the application. By submission of an application the applicant agrees to allow BOMA Dallas, The Foundation and BOMI International to publish his/her name as the award recipient in promotional materials should he/she be selected to receive the scholarship award. The applicant further agrees to indemnify and hold harmless The Foundation, its directors, officers, employees, agents and committee members from any and all claims arising out of the application, selection or participation in this scholarship program. The applicant also authorizes and consents to representatives of The Foundation contacting those persons or institutions listed on the application and its attachments for purposes of verification of the information contained herein.

## Section 5: Award Value

### **BOMI Designation Program**

- Full payment for one BOMI Designation course
  - BOMI classroom courses facilitated by BOMA Dallas
  - BOMI Online Course
  - BOMI Self-Study Course (transitioning to Online Self-Paced)

### **Professional Development**

- Texas Real Estate Commission Fees & Courses up to \$1,000
- Full payment for Southwest Regional Conference up to \$1,500
- Full payment for BOMA International Medical Office Building Conference up to \$1,500
- Full payment for BOMA International Conference & Expo up to \$2,500
  - Conference Fees Include:
    - Conference Registration
    - Hotel Arrangements
    - Flight Arrangements
    - Attendance at conference education sessions is mandatory

### **College/Technical Programs**

- Full payment for courses related to the study of commercial real estate up to \$1,000

### **Internship Opportunities for Principal Member Companies of BOMA Dallas**

- Full reimbursement of an internship set to \$1,500 with ability to increase to \$2,000 upon Board of Trustee approval to cover the following items:
  - Work in the commercial real estate field
  - Duration of work that exceeds 60 calendar days
  - Work can be performed at the Principal Member's corporate office or at a designated building, in an office, engineering, project management, property accounting, or similar capacity
  - Amount of the award is to be determined by the Board of Trustees of the BOMA Dallas Foundation
  - Required to complete Internship Survey provided by BOMA Dallas
  - Intern must be a BOMA Dallas Student Member
- Award must be used within the calendar year of the issued date
- Award may only be used by the person to whom it was been awarded
- Award is non-transferable

## Section 6: Terms of the Award

### **Terms of the Award:**

- Award must be used within a 12-month period of the issued date
- Award may only be used by the person to whom it has been awarded
- Award is non-transferable