

ALTRUSA INTERNATIONAL FOUNDATION OF SPRINGFIELD IL, INC.

CAREER ASSISTANCE PROGRAM (CAP) GRANT GUIDELINES

The Altrusa International Foundation of Springfield IL, Inc. provides grants for projects that promote the purpose of the Altrusa International, Inc. of Springfield IL. The Career Assistance Program Committee awards grants/scholarships to mature individuals residing in Springfield, IL or the surrounding area. The maximum amount of a grant is limited to \$1,000 per qualified recipient to pursue a new or changing career. Applicants must provide a Career Plan that outlines short-term and long-term goals.

Mentoring is a unique feature of this program. It provides grant recipients a better opportunity for success in their new or changing careers. Members of Altrusa International, Inc. of Springfield IL are available to serve as mentors.

The eligibility criteria for the CAP grants are these:

1. training or retraining that will qualify the applicant for employment, or
2. training that will enable the applicant to move to a higher level of skill in the job market, or
3. the purchase of equipment required for self-employment, or
4. personal rehabilitation as related to employment.

The completed application, including career plan and two letters of recommendation, must be returned to the address below and postmarked no later than Wednesday, **June 1, 2016**.

Finalists will be required to participate in person in a formal interview with the Career Assistance Program (CAP) Committee, who will select the grant recipient(s). The CAP Committee reserves the right to make the final decision on all applications. Grants will be given depending on the availability of funds.

Notification of awards will be made by **July 15, 2016**. Recipients will be invited to attend the Altrusa International, Inc. of Springfield IL dinner meeting on **Tuesday, August 2, 2016**.

Payment of the grant will be made upon verification of the approved expenditure.

All deadlines will be strictly enforced. Return the completed application, the career plan, and all required letters of recommendation by the deadline to this address:

**ALTRUSA INTERNATIONAL FOUNDATION OF SPRINGFIELD IL, INC.
P. O. BOX 9122
SPRINGFIELD, IL 62791-9122**