



# **MONTANA NURSERY & LANDSCAPE ASSOCIATION**

## **Scholarship Program**

### **Instructions & Application Forms**

#### **Award Categories**

##### **College/University Study**

Scholarships will be considered for vo-tech, community college, and university courses of study to MNLA members and their families and employees.

##### **Short Course Study**

Scholarships will be considered for short courses offered to those in the horticultural industry. Short courses may include, but are not limited to, the following: industry conferences and conventions, certification preparation courses, master gardener programs, and other relevant classes or programs offered by federal, state, or local government agencies. Funds in this award category may be requested for registration fees/tuition, books and/or required materials, and related travel expenses. Application must be made before course work begins or before course work is completed. Applications for courses already completed will not be considered. Application forms for short course study can be found on our website, [www.plantingmontana.com](http://www.plantingmontana.com), or requested by contacting the MNLA office.



# General Scholarship Application Instructions

The Montana Nursery & Landscape Association (MNLA) offers one-year education scholarships to students each year. The typical application period is once-a-year in the Fall, but an additional Spring application period may be offered if scholarship funds are available. The amount of the award is based upon the applicant's need, the extent to which the field of study corresponds to the Association's focus and interest, and the availability of Association scholarship funds.

## Purpose

It is MNLA's intention to strengthen the Montana nursery and landscape industry by supporting the education of its members and their families and employees.

## Eligibility

Applicants must be either an active member of the Montana Nursery and Landscape Association (Montana residents only) or an immediate family member or employee of an active member company. The education program may be in a horticulture-related field or other degree program.

Applications in the College/University Study award category must be high school Seniors, or students currently enrolled in a higher education program for the award semester. This includes vocational, trade school, 4-year bachelor's program, masters, or PhD program.

## Notification

All applications will be reviewed by the MNLA Board of Directors. All applicants will be notified of the Board's scholarship decisions following the application period. Applicants who apply during the Spring application period will be notified in June, with award checks issued prior to the start of their Fall semester. Applications received during the Fall application period will be notified in December, with the award issued the following January. Scholarship recipients are invited to attend the MT Green Expo in January to receive recognition for their award.

## Mail Scholarship applications to:

Scholarship Program  
Montana Nursery & Landscape Association  
P.O. Box 20353  
Billings, MT 59104  
(406) 755-3039  
or email to: ED@plantingmontana.com

**Spring Deadline:** must be postmarked by March 31st. If March 31st falls on a weekend, the following Monday is the postmark deadline. **Fall Deadline:** must be postmarked by November 1st. If November 1st falls on a weekend, the following Monday is the postmark deadline.

## Application checklist

### College/University Study Category

- ☐ 1. Application form – Must be typed and must be complete
- ☐ 2. Financial Aid Form – Must be complete, with all questions answered, and signed by both student and Financial Aid Officer.
- ☐ 3. Academic Transcript – Complete official transcript of grades is required. Emphasis is placed on the strength of courses related to the student's major in horticulture or an allied field. 2.5 GPA is required.
- ☐ 4. Two letters of recommendation which discuss scholastic ability, personal character, and work-related experience of applicant. No more than two letters will be considered, one type written page maximum each.
- ☐ 5. Letter from applicant – Discuss goals, background, financial need, personal commitment to career choice. Limited to two type written pages. No additional pages or other materials will be considered.
- ☐ 6. List of extra-curricular activities/community activities/ honors received – This information should be submitted on a separate sheet of paper, not included within the body of applicant's letter.

### Short Course Study Category

- ☐ 1. **Letter of application**– Must be type written (3 pages maximum) and include the following:
  - ☐ a. Course information - a summary of the course the applicant wishes to attend, dates and location of course, and potential benefit of course;
  - ☐ b. Applicant's current work/study in horticulture – a summary of your current job or course of study in the horticultural field, and any specialty horticulture interests;
  - ☐ c. MNLA involvement – brief summary or involvement with the Association or past participation in MNLA events;
  - ☐ d. Identification of MNLA member sponsor – statement regarding relationship to an MNLA member firm, such as "daughter of owner of member nursery, XYZ Nursery & Landscaping" or "employee of member nursery, XYZ Nursery".
  - ☐ e. Course budget – brief itemization of amount and purpose of scholarship funds being requested. You may request whole or partial funding.
- ☐ 2. **Letter of support from MNLA member sponsor.** This letter can be from the owner, manager, or other managing personnel employed by a member firm.
- ☐ 3. **Copy of course promotional materials** – this may include the conference brochure, flyer, or other promotional material that completely describes the course content, identifies speakers, course sponsor, and cost.
- ☐ 4. **Confirmation of registration** - if you have already registered for the course, please provide a copy of your confirmation. If you have not yet registered, your scholarship award is contingent upon proof of registration and funds may not actually be issued until registration can be confirmed.



# Scholarship Application Form for College/University Study Category

## 1. Biographical Information

Name (First, MI, Last): \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Applicant's connection to the Montana Nursery Landscape Association: \_\_\_\_\_

Permanent Address \_\_\_\_\_ School Address (if available) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E-mail Address: \_\_\_\_\_

MNLA Member/Business Name: \_\_\_\_\_ Member Since: \_\_\_\_\_

☐ Family Member ☐ Employee

## 2. School Information

College/University: \_\_\_\_\_

Department in which Enrolled: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Year in School: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

School previously attended: \_\_\_\_\_ Dates of Attendance: \_\_\_\_\_

When do you expect to graduate? \_\_\_\_\_ Degree: \_\_\_\_\_

Occupational objective after graduation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name & Address of Financial Aid Officer: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Financial Aid Office Phone Number: \_\_\_\_\_

\_\_\_\_\_

## 3. Signature

I certify that the above information is true and correct to the best of my knowledge.

Student signature \_\_\_\_\_ Date \_\_\_\_\_



## Financial Aid Form for College/University Study Category

This form must be completed by the Financial Aid Officer of the college or university involved, and by the student, and must be signed by both of those individuals.

This information will be held in the strictest confidence. It will be made available only to appropriate officials of the college/university and to the members of the Montana Nursery & Landscape Association's Board of Directors for the purpose of awarding the scholarship. Since actual financial need is one of the determining factors in the awarding of scholarships, it is necessary that all of the requested information be supplied.

Use the following form to show all anticipated sources of funds, including scholarships other than one anticipated from MNLA, assistantships, educational insurance policies, etc., as well as all projected costs involved for attending college in the next school year. It is not a requirement that projected resources and expenditures must balance.

### RESOURCES

\_\_\_\_\_ From parent or relative  
\_\_\_\_\_ From personal savings  
\_\_\_\_\_ Educational Insurance Policies  
\_\_\_\_\_ School-year earnings  
\_\_\_\_\_ Grants/Scholarships  
\_\_\_\_\_ Loans  
\_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_ **Total Funds Available**

### EXPENDITURES

\_\_\_\_\_ Tuition & Fees  
\_\_\_\_\_ Housing  
\_\_\_\_\_ Board  
\_\_\_\_\_ Books/Supplies  
\_\_\_\_\_ Clothing/Laundry  
\_\_\_\_\_ Transportation  
\_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_ **Total Expenses**

### FINANCIAL AID OFFICER:

Is this student eligible for receiving financial aid at your institution?

Grants/Scholarships: ☐ Yes

☐ No

Student Loans: ☐ Yes

☐ No

Has this student applied for financial aid at your institution? Yes ☐ No ☐

Financial Aid Officer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Financial Aid Officer's Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_



# General Scholarship Application Instructions

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## Scholarship Frequently Asked Questions

**Q: I am currently a high school Senior, about to enter a vocational, trade school, or other 2-year program in the fall. Can I apply for the College/University Scholarship?**

**A: Yes**

**Q: I already have a bachelor's degree and am starting graduate school. Can I apply for the College/University Scholarship?**

**A: Yes**

**Q: I am not an MNLA Member, but I am currently employed at an MNLA company. Can I apply for a Short Course Study or College/University scholarship?**

**A: Yes, you can apply for whichever scholarship is suitable for your situation.**

**Q: I'm currently employed at an MNLA company, though I do not have a personal membership. Can my child apply for a scholarship even though they are not choosing a horticulture related field?**

**A: Yes. MNLA views this as part of providing a benefit to its members and their employees.**

**Q: I have already received a scholarship from the MNLA. Can I apply again?**

**A: Yes, previously receiving the scholarship does not automatically disqualify you, though preference may be given to students who have not previously received a scholarship.**

**Q: I am not an MNLA member, though I am currently studying in a horticulture related field. Can I apply for this scholarship?**

**A: Consider getting a student membership! The student rate is far lower than the standard membership and includes many benefits such as: discounted rates to MNLA events, receiving the Leaflet Newsletter and other MNLA publications, free access to an electronic version of the Certified Plant Professional Manual, as well as the financial benefit of being able to apply for the scholarship.**

**Q: What is the purpose of the Short Course Study Scholarship?**

**A: MNLA's intent is to support continuing education for those in the industry. A class on retaining wall construction or plant pest identification/control could greatly benefit a member and improve their industry knowledge. MNLA views this as providing a benefit to its members.**

**Q: I am an MNLA member. Can I apply for the Short Course Study to help educate my employees?**

**A: Yes, if you are sending an employee to a workshop related to the horticulture business, you may apply for the Short Course Study. There may be limits to how many employees will receive the funds, and there may be a cap for each company. Therefore, we highly recommend reaching out to the MNLA prior to the workshop so you know how much funding may be available to you.**