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# NORTH CAROLINA CHAPTER OF THE AMERICAN PLANNING ASSOCIATION 2018 SUMMER FELLOWSHIP

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## **Mission Statement of the Diversity Committee**

The Diversity Committee is a working committee within the North Carolina Chapter of the American Planning Association (APA-NC). Our mission is to increase diversity within the planning profession. The Committee actively promotes diversity among planners and planning-related organizations in North Carolina. Recognizing the unique values, ideas and perspectives offered by a diverse workforce, the Committee establishes ongoing networking and education forums to foster awareness and action towards increasing diversity within the planning profession.

## **The Purpose:**

The goal of the fellowship is to encourage more minority students to pursue undergraduate and graduate degrees in planning in an effort to increase diversity among professional planners who contribute to the profession. Increased awareness of diversity in the planning profession may help improve equity issues in the profession and within the diverse neighborhoods, towns, cities and regions in which planners serve.

**Eligibility:** The \$2,000 fellowship is available to:

- Women and members of one of the following minority groups – African American, Hispanic American or Native American.
- Full time graduate or undergraduate student enrolled in urban planning and related fields at any accredited University in North Carolina. Students at NC Historically Black Colleges and Universities are especially encouraged to apply. Undergraduate students must be a sophomore, junior or senior and graduate student applicants must be in good academic standing and within their 1st, 2nd or 3rd year of full time enrollment. Acceptable majors are listed on the next page.
- Students who maintain a minimum G.P.A. of 3.0 (on a 4.0 scale).
- Students who intend to work as practicing planners.

## **Application Process:**

1. The applicant should submit ONE application package that includes the following materials:
  - ❖ Scholarship Application
  - ❖ Personal Statement
  - ❖ Two Letters of Recommendation
  - ❖ One Sealed Official Academic Transcript for each college or university attended (should be sent directly from the institution(s)).
2. A Selection Committee of three to four persons from the Diversity Committee will review applications and determine award winners. Applications will be judged using the following criteria, listed in order of importance: 1) commitment to planning as reflected in personal statement, 2) academic achievement and/or improvement 3) letters of recommendation.
3. APA-NC President will announce the name of the award recipient in May 2018.
4. The fellowship will begin on June 1, 2018 and end on or before August 30, 2018. The \$2,000 fellowship will be paid directly to the student to pay for expenses incurred during the academic year in installments per month for three consecutive months during the time of service. The fellow shall work to complete a service project as defined by the members of the Executive Committee. Project examples include conference planning, conducting policy research, and coordination of special projects.

## **Deadline:**

**All materials must be received by Friday, April 6, 2018.** The fellowship recipient will be notified in May 2018 and work will begin on June 1, 2018. The fellow will be acknowledged during the 2018 Fall APA-NC Conference in Winston-Salem, NC.

**Note: Prior winners of any APA-NC-administered fellowship or scholarship program are not eligible.**



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*Application Form*

**PART I: APPLICANT INFORMATION**

PLEASE TYPE OR PRINT CLEARLY

NAME: LAST	FIRST	M.I.	DATE OF BIRTH
			( ) FEMALE ( ) MALE
EMAIL	GENDER		
CURRENT MAILING ADDRESS			
			( )
CITY, STATE, ZIP	PHONE		
PERMANENT MAILING ADDRESS (IF DIFFERENT)			
			( )
CITY, STATE, ZIP	PHONE		
( ) YES ( ) NO			
ARE YOU A LEGAL RESIDENT OF THE U.S.?		RACIAL HERITAGE AND/OR ETHNICITY	

**PART II: ACADEMIC INFORMATION**

COLLEGE OR UNIVERSITY (APPLYING FROM)	CITY, STATE
MAJOR	MINOR/CONCENTRATION
CUMULATIVE GRADE POINT AVERAGE	EXPECTED GRADUATION DATE

**ACCEPTABLE MAJORS** (UNDERGRADUTE & GRADUTE STUDENTS) - Urban Planning, Urban Design, Urban Studies, Geography, Environmental Studies, Landscape Architecture, and Public Administration.

UNDERGRADUTE STUDENT APPLICANTS PLEASE REpond THE QUESTION BELOW.

DO YOU INTEND TO PURSUE A MASTER'S DEGREE IN URBAN PLANNING? ( ) YES ( ) NO



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**PART II: ACADEMIC INFORMATION (CONTINUED)**

PLEASE LIST ANY ACADEMIC AWARDS, HONORS, AND FELLOWSHIPS

NAME OF AWARD, HONOR, FELLOWSHIP	SPONSOR	DATE
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NAME OF AWARD, HONOR, FELLOWSHIP	SPONSOR	DATE
NAME OF AWARD, HONOR, FELLOWSHIP	SPONSOR	DATE
NAME OF AWARD, HONOR, FELLOWSHIP	SPONSOR	DATE

**PART III: EMPLOYMENT AND COMMUNITY SERVICE**

PLEASE LIST ANY PAID EMPLOYMENT, INTERNSHIPS AND/OR COMMUNITY SERVICE, BEGINNING WITH MOST RECENT ACTIVITY.

NAME OF AGENCY OR EMPLOYER	POSITION	DATES OF SERVICE

**PART IV: SIGNATURE**

SIGNATURE	DATE
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*Personal Statement*

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NAME OF APPLICANT (please print or type)

DATE

Please describe how your skills and undergraduate or graduate education will be applied to career goals. Conclude your personal statement describing how you have or plan to contribute to the planning profession. You may use the space below or type your response on separate sheet. Your response must be a minimum of 500 words and maximum of two typewritten pages, doubled-spaced, with 12 pt. font and 1-inch margins all around.

**Tips for writing a personal statement:**

1. Keep your personal statement brief and focused on your hopes for success in the planning field.
2. Share your passion for planning.
3. Highlight any special skills and academic qualifications, extra-curricular activities, and reasons for believing a scholarship award is justified
4. Avoid detailed discussion of planning theory.

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SIGNATURE

DATE



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*Letters of Recommendation*

Letters of recommendations may be completed by employers or professors who can attest to the capabilities and talents of the applicant.  
**At least one of the letters must be from a professor.**

**First Letter of Recommendation**

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NAME: LAST, FIRST M.I. TITLE

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INSTITUTION OR EMPLOYER (OF RECCOMENDER) ( )

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ADDRESS: CITY, STATE, ZIP PHONE

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RELATIONSHIP TO APPLICANT

**Second Letter of Recommendation**

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NAME: LAST, FIRST M.I. TITLE

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INSTITUTION OR EMPLOYER (OF RECCOMENDER) ( )

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ADDRESS: CITY, STATE, ZIP PHONE

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RELATIONSHIP TO APPLICANT

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SIGNATURE DATE



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*Recommendation Form*

**FOR THE APPLICANT:**

APPLICANT'S NAME

COLLEGE OR UNIVERSITY

DEPARTMENT

SIGNATURE

DATE

**FOR THE RECOMMENDER:**

Dear Colleague:

How long have you known the applicant and in what capacity?

The Diversity Fellowship of the NC American Planning Association is designed to foster increased interest and participation among minorities in urban planning as undergraduate and graduate fields of study and as a professional career. As more minority students are encouraged to choose planning as a career, the profession should become more sensitive to the diverse needs of the publics it serves. In keeping with this purpose, the letter of recommendation should comment on the candidate's capabilities, talents, and commitment to community service.

Please attach letter of recommendation to form.

SIGNATURE

DATE

TITLE, DEPARTMENT

INSTITUTION OR BUSINESS



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*Recommendation Form*

**FOR THE APPLICANT:**

APPLICANT'S NAME

COLLEGE OR UNIVERSITY

DEPARTMENT

SIGNATURE

DATE

**FOR THE RECOMMENDER:**

Dear Colleague:

How long have you known the applicant and in what capacity?

The Diversity Fellowship of the NC American Planning Association is designed to foster increased interest and participation among minorities in urban planning as undergraduate and graduate fields of study and as a professional career. As more minority students are encouraged to choose planning as a career, the profession as a whole may become more sensitive to the diverse needs of the populations served. In keeping with this purpose, the letter of recommendation should comment on the candidate's capabilities, talents, and commitment to community service.

Please attach letter of recommendation to form.

SIGNATURE

DATE

TITLE, DEPARTMENT

INSTITUTION OR BUSINESS



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I have examined the entire application and all documents attached. I certify that to the best of my ability, knowledge and belief that this APA-NC Fellowship application package is true and all representations herein are accurate statements of fact(s).

\_\_\_\_\_  
Applicant Name (print)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Checklist:**

- 1. Fellowship Application
- 2. Personal Statement
- 3. Two Letters of Recommendation (letters must be in signed and sealed envelopes and at least one letter should be from a professor)
- 4. One Sealed Official Academic Transcript for each college or university attended (should be sent directly from the institution(s)).

**Deadline:**

**All materials must be received by the APA-NC Diversity Committee by Friday, April 6, 2018.** The fellowship recipient will be awarded in May 2018 and work will begin on June 1, 2018. The fellow will be acknowledged during the 2018 Fall APA-NC Conference in Winston-Salem, NC.

**Mail completed applications to:**

Eliza Monroe  
Town of Apex – Planning Department  
73 Hunter Street  
PO Box 250  
Apex, NC 27502

Incomplete applications will not be reviewed by the Committee. To check on the status of your application, send your request to [info@apa-nc.org](mailto:info@apa-nc.org).

**Additional Information:**

Please indicate how you learned about this program (check one):

- Facebook     APA-NC Website     School/University Office     Financial Aid Guide  
 Other (please list):