

The Public Risk Management Association (PRIMA) Small Entity Scholarship Program provides financial assistance to help staff and officials of small public jurisdictions attend the PRIMA Annual Conference. In 2025, scholarships will be awarded to up to 15 individuals whose organizations do not have the budget resources to send someone to PRIMA's national public sector risk management conference. Scholarship recipients can attend dozens of conference sessions, meet, and learn from vendors and suppliers and network with public sector risk management professionals from across the country.

**APPLICATION DEADLINE: Friday, February 7, 2025**

**Scholarship Benefits:**

Each scholarship recipient receives \$1,500 in financial assistance to be applied to a complimentary registration to the PRIMA's Annual Conference and **THREE** nights of lodging plus a \$250 stipend to help offset travel costs.

**Criteria:**

Applicants will be judged based on the following criteria:

- Is an employee or official of a small public entity, defined as:
  - a municipality with a population of 50,000 or fewer, or
  - a county with a population of 100,000 or fewer, or
  - a school district with an average daily attendance of 8,000 or fewer
- has not attended a PRIMA Annual Conference within the past three years;
- has direct or indirect responsibility for the risk management and/or insurance function for the organization.
- Must provide proof of size of your entity;
- **MUST** include your current resume.



You do not have to be a PRIMA member to apply. Only one individual per organization may receive a scholarship in a single year.

**Application Procedure:**

Applicants must complete the Small Entity Application Form on **page 2**. The application must include all supporting documentation, such as verification of population or student attendance for public entities.

**Completed application MUST be received by Friday, February 7, 2025**  
**Applications received after this date will be rejected.**

You are highly encouraged to electronically submit your application packet to Paul Gerard at [pgerard@primacentral.org](mailto:pgerard@primacentral.org), with the subject line: **Small Entity Scholarship.**

You may also mail your application packet to:

Attn: Small Entity Scholarship  
Public Risk Management Association  
700 South Washington Street  
Suite 218  
Alexandria, VA 22314-4291



**Recipient's Responsibilities**

It is not expected that the \$1,500 scholarship award will cover every expense related to attending the conference. Recipients will be responsible for funding the expenses not covered by the award. Recipients are expected to attend a full complement of educational sessions and other events held during PRIMA's 2025 Annual Conference. Recipients also will be asked to complete a brief evaluation of the scholarship program at the end of the conference. This **scholarship is not transferable** and in the case that the applicant cannot attend PRIMA's 2025 Annual Conference, the recipient must notify PRIMA **within five days** of receiving notification of the scholarship award.



**Application Contact Information**

Please type or print.

<b>Name of Applicant:</b>	
<b>Title:</b>	
<b>Organization:</b>	
<b>Current Mailing Address:</b>	
<b>City, State and Zip Code:</b>	
<b>Phone Number:</b>	
<b>E-mail:</b>	
<b>Membership Number: (if applicable)</b>	

What is the size of your entity? \_\_\_\_\_

How many years of public sector risk management experience do you have?

- 1-5 years    6-10 years    11-15 years    16-20 years    21-25 years    25 or more years

Have you attended PRIMA's Annual Conference in the past?       Yes       No

If yes, what was the last year you attended PRIMA's Annual Conference? \_\_\_\_\_

***On a separate sheet of paper, please answer following questions.***

1. Please provide a brief statement of financial need.
2. In 500 words or less, please state your expectations, purpose and goals in attending the conference:

If selected, I agree to attend the PRIMA Annual Conference, June 1-4, 2025, in Seattle, WA.

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_