



## AWARD for CONTINUING EDUCATION

### APPLICATION INSTRUCTIONS

The ATHENA Award for Continuing Education (ACE) supports women developing their capacity for leadership in our community by pursuing additional education. The ATHENA ACE will be awarded to one or more women who demonstrate the qualities promoted by the ATHENA International program: excellence, creativity and initiative in her profession, valuable service by contributing time and energy to her community, and assistance to other women in reaching their full potential. **The award recipient(s) will be announced in July, 2011 at a date to be announced.**

**AWARD CRITERIA:** Applications will be scored on these criteria. The applicant demonstrates progress toward stated goal, involvement in her community through contributing her time and energy, and potential for impact on other women as well as financial need. Award amounts will be made at the discretion of the ATHENA ACE Committee based on the recommendations of the application review panel.

**ELIGIBILITY:** This award is open to women at least 25 years of age or older who are residents of Eastern Ontario County, Seneca or Yates Counties and are or will be enrolled in an educational program on or before 9/30/11. The educational program may be a formal secondary education (college) program or any certification or training program (including a GED) that is necessary for the woman to advance in her career or pursue her stated career goal.

#### COMPLETING THE FORM:

- Applications must be submitted using the approved form.
- Application can be downloaded from [www.genevany.com](http://www.genevany.com)
- The essay must be typed in 12 point font and not exceed one page typed.
- You must include a resume of the applicant.
- You must submit the names and addresses of 3 references (1 each from personal, educational and employment). You must provide these three people with the reference cover letter and form for them to complete and return **by 6/20/11**. Ensuring these references are returned is important as they can help your score.
- You may include a copy of the transcript showing the academic achievement or potential of the applicant.
- You may attach up to 2 additional pages of supporting documents.
- All responses and supporting documents should specifically support the Award Criteria and include specific examples of what the applicant has done.
- Applications must be received by **4:30 pm on 6/20/11**.

RETURN your completed application and supporting documents to:

ATHENA Geneva ACE Committee  
c/o Geneva Area Chamber of Commerce  
P. O. Box 587  
Geneva, NY 14456