



Foundations of Real Estate Management Scholarship 2024 Application & Scholarship Guidelines

PURPOSE

The “Foundations of Real Estate Management” Tuition Scholarship offers needs-based financial assistance to individuals aspiring to a career in commercial real estate property management. The scholarship is valued at \$950 and will be awarded annually to up to three recipients.

FOUNDATIONS CLASS INFORMATION

Foundations of Real Estate Management is a Commercial Real Estate (CRE) 101 class designed for those who are interested in learning more about the industry and a career in property management. The class is held on six nights over three weeks, totaling 18 hours of instruction. Class includes guided tours of prominent downtown Chicago buildings. Class topics include the essentials of commercial real estate administration, management, building systems, accounting and reporting, contract management, and more.

In 2024, the Foundations class will be held on January 16, 18, 23, 25, 30 and February 1 from 3PM to 6PM at downtown Chicago office buildings.

An exam is not required as part of the Foundations class. The Foundations class is not part of the Real Property Administrator (RPA) designation.

APPLICATION DEADLINE

All applications for this scholarship must be received by the BOMA/Chicago Foundation by 6pm on December 6, 2023. All applications must be submitted online.

REQUIREMENTS FOR SCHOLARSHIP CONSIDERATION

1. Applicants must meet the following eligibility criteria:
 - This scholarship opportunity is for individuals working for* a Chicago office building in a capacity other than property management who are interested in transitioning to a property management career. The ideal applicant is one who has or is developing an understanding of important aspects of building operations (for example: security guards, janitorial staff, and building engineers). Applicants must have worked in a commercial office building for at least six months.
 - * For purposes of this scholarship, working “for” a Chicago office building includes employees of building contractors.
 - This needs-based scholarship is only available to individuals whose employers do not cover the cost of the Foundations class.
 - At a minimum, applicants must be enrolled in an associate degree program.
 - ***Please contact Jaclynne Madden at jmadden@bomachicago.org if you have questions about your eligibility.***
2. Applicants must submit a completed Foundations Class Scholarship application and the associated attachments by the application deadline.
 - You can access the online application form [by clicking here](#). A pdf version is also attached for your reference.
 - Before beginning your [online application](#), we suggest that you:
 1. Answer all questions in a separate document and spell-check your answers. You can then copy and paste your answers online. You cannot save and go back to your online application; it must be submitted all at once.
 2. Have all of your attachments ready.

- The scholarship application attachments are:
 - i. **REQUIRED:** Personal Statement: In 250 words or less, please tell us why you are interested in a career in property management. This is required.
 - ii. **REQUIRED:** Attach your resume, including your education and work history. This is required.
 - iii. **REQUIRED:** Attach your academic transcript. This is required.
 - iv. **OPTIONAL:** Letter of reference from a professional contact (colleague, supervisor, teacher, etc.). This is optional and not required.
 - Please ask your reference to submit their letter via this link:
<https://bomachicago.wufoo.com/forms/reference-form-foundations-class-scholarship/>

- 3. Applicants must meet with the BOMA/Chicago Foundation Scholarship Committee: **Finalists will interview with the Scholarship Committee between 9 a.m. and 12 p.m. on December 15, 2023.** We will inform you of whether you will be interviewed by December 11, 2023. The interview will be in-person at a downtown Chicago location.

- 4. If awarded the scholarship, applicants will be required to:
 - Attend all six nights of the Foundations of Real Estate Management class in-person. The class will be held on January 16, 18, 23, 25, 30 and February 1, 2024, from 3PM to 6PM at downtown Chicago office buildings.
 - Meet with a BOMA/Chicago Foundation mentor on a quarterly basis to continue developing your career.