



**TOOLS OF THE
TRADE
SCHOLARSHIP
APPLICATION PACKAGE
Due Date: April 30, 2026**

Tools of the Trade Scholarship Application



About CMAA South Atlantic Chapter (SAC) Tools of the Trade Scholarships

The Construction Management Association of America South Atlantic Chapter is an organization dedicated to leading the growth and promotion of professions in the Architecture, Engineering, and Construction (AEC) Industry. To promote CMAA's objectives, the South Atlantic Chapter is offering Tools of the Trade scholarships to students pursuing certain certificate or degree programs related to construction trades. The Construction Management Association of America South Atlantic Chapter, awards these scholarships to qualified students to help them defray the costs of pursuing a degree or certificate in one of these disciplines.




TOOLS OF THE TRADE Scholarship Application Process

1. Applicant must be enrolled in a technical college or trade school certificate, diploma, or degree program in the South Atlantic Chapter region (Alabama, Georgia, Tennessee).
2. Applicant must be admitted to or enrolled in one of the following program areas: Air Conditioning Technology, Building and Facilities Maintenance, Cabinetry, Carpentry, Civil Engineering, Construction Management, Drafting/GIS, Electrical Construction and Maintenance, Electronics and Telecommunications, Environmental Engineering Technology, Industrial Systems Technology, Instrumentation Technology, Machine Tool Technology, Masonry, Plumbing, Electrical or Welding.
3. Applicant must submit a completed application with attachments.
4. Must be a CMAA-SAC Member (note: FREE for students | [JOIN CMAA NOW](#))

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 **NOTE: Incomplete applications will not be considered by CMAA SAC. The application and all associated attachments must be submitted electronically. Hard copies of transcripts, essays and recommendations must be scanned and sent electronically.**

CMAA SAC Scholarship Review Process

1. The CMAA-SAC Scholarship Foundation Board will review all complete applications and score each applicant on the basis of the Selection Criteria below. Scholarship Recipients will be notified by May 30, 2026.
2. Scholarship Recipients will be strongly encouraged to attend the CMAA-SAC Annual Project Achievement Awards Gala in June. Scholarship checks will be awarded at the Gala and it will also provide an opportunity for winners to interact with members of the AEC community.

CMAA SAC Selection Criteria

- academic performance: 40%
- quality of essay on future and scholarship interest: 30%
- recommendation of college faculty (or other academia recommendation): 30%

Helpful Hints

- All sections of the application must be completed in full and submitted electronically. An application submitted missing any of the sections and without a signature will be disqualified from consideration.
- The response to the essay must be typed. Be sure to check spelling and grammar carefully. Please remember that your application will be scanned and disseminated to the selection committee electronically; presentation is important.
- The subject line of your email when submitting should include your last name and school name. Please submit one email with all completed sections of the application, preferably in one PDF document.
- Make sure to provide your reference forms to your instructor early so that he/she will have time to submit by the application deadline.
- Please keep a copy of your complete application package and request proof of electronic delivery. The returned proof of delivery will serve as verification that your application has been received. No additional notification will be provided.
- Good luck!

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Scholarship Application Checklist

To be considered for the CMAA-SAC Tools of the Trade Scholarship, you must complete the following application process. All required Documents (except Recommendations) should be forwarded electronically, preferably as one PDF document. Recommendations should be sent directly by instructor.

Completed all sections of the application and submit the following:

- General Information / Academic Information (next page)
- Submit transcript from technical college / trade school
- Submit current class schedule
- Submit essay (see page 5)
- Have your instructor submit the recommendation form (see page 6)

All application materials should be sent via email to **cmaasac@gmail.com** by the application deadline. Include your name and school in the subject line of the email.

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General Information

First Name	
Last Name	
Birth Date	
Permanent: Street Address	
City	
State/Province	
Postal Code	
Country	
Phone Number	
Email	
Institution	
School Address	
City State Postal Code	
Phone Number	
Program	



Academic Information

Student Classification at Time of Application, i.e. 3rd year undergraduate, 1st year graduate	
Type of Degree Sought (Certificate, Diploma, Degree)	
Anticipated Graduation Date	
Cumulative GPA	

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Essay

Applicants must submit one original essay, addressing both of the following topics, to be considered for a scholarship. Please do not exceed one typed, and single-spaced page.

1. Future Plans

Please tell us why you are interested in a career in the construction, engineering, design, and/or industry trades and an explanation of your educational plans and career goals.

2. Scholarship Interest

Please explain to the CMAA-SAC Scholarship Foundation why you should receive a TOOLS OF THE TRADE scholarship, including any hardships you have overcome.



Current Academic Schedule and Transcripts

Please attach your current academic schedule. You also must include a transcript from each school you have attended for credit towards your degree or certificate program..

(note: unofficial transcripts are acceptable)

Both the current academic schedule and transcript(s) must be scanned from originals and provided electronically. Application packages will not be considered complete unless the current academic schedule, TCSG acceptance letter, and transcript(s) are received.



Applicant Signature

By submitting this application package for a CMAA-SAC Foundation scholarship, I certify that the information contained herein is accurate and factual to the best of my knowledge. Also, I acknowledge that all scholarship decisions of the scholarship committee are final.

Name: _____ Date: _____

INFORMATION RELEASE

As a scholarship applicant, I hereby release information contained on this application as well as my financial aid applications and academic transcripts to the CMAA-SAC Scholarship Foundation. In addition, I waive my right to access and review confidential recommendations acquired for purposes of determining and granting this scholarship. I understand that this information will be used solely for the purpose of selecting scholarship recipients and will not be used by the Foundation for any other purpose. I understand that the scholarship may be denied if any information reported on this application is found to be intentionally misleading or inaccurate.

Name: _____ Date: _____

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Academic or Faculty Advisor Evaluation/Recommendation Form

NOTE TO THE APPLICANT: Please fill in the first portion of this two-page form before giving it to your academic or faculty advisor for completion.

Applicant's Full Name	
Technical School Name	
Program	
Instructor Name & Title	



NOTE TO ADVISOR: The applicant wishes your responses to be considered as part of his or her CMAA SAC application, which is not complete without your evaluation (due no later than **April 30, 2026**). We would appreciate knowing about specific intellectual abilities and accomplishments. We encourage frank statements regarding the applicant's ability to complete his or her work and a prospective future in the construction, engineering, design and/or industry trades. Your evaluation/ recommendation will be confidential and not shared with the student. Please send this completed form, electronically to **cmaasac@gmail.com**. In the subject line, please identify the student's last name and school name. If you have any questions, please contact **cmaasac@gmail.com**.

How long have you known this student?						In what capacity?	
How often do you see this student?							
Please place an "X" in the appropriate cell	Poor	Below Average	Average	Above Average	Superior		
Cooperation							
Courtesy							
Dependability							
Industriousness							
Initiative							
Maturity							
Ability to identify & achieve goals							
Self-Discipline							
Instructor's Full Name							
School				Position			
Email				Phone			

Name: _____ Date: _____