

# Wyoming Economic Development Association Professional Development Scholarship Program

2005

## Application Instructions

### **Purpose-**

The purpose of the Professional Development Scholarship Program is to assist professional economic development staff and those directly involved with the economic development efforts of their communities with training costs associated with their economic and community development work. This program is intended to be a benefit of WEDA membership. Available to qualified members following a 3-month wait period. Scholarship funding is provided through a contract with the Wyoming Business Council.

### **Funding-**

Each year WEDA will provide scholarships to assist qualified members of the organization with professional development training. Scholarship funding may be applied to program tuition and/or travel expenses. Funding for the Development Scholarship Program is provided through the Wyoming Business Council's contract with WEDA. As a general rule, scholarships will be limited to one per person per organization, per year. The Development Scholarship Program is limited to available funding on a first-come, first-served basis. Scholarship awards are designated to cover the greater of 100% of full program tuition expenses in an approved program OR a maximum of \$500 of combined expenses (tuition/registration fees and eligible travel costs). WEDA allows scholarships for 2 professional trainings per calendar year if member is seeking fast-track certification with IEDC, EDI, or NDC at their current registration rates, for a maximum of \$1500/year.

### **Program Eligibility-**

Participation in the WEDA Development Scholarship Program is limited to qualified members of WEDA. (Wyoming Business Council employees are not eligible.) The scholarships are provided to Wyoming members actively working in economic development as paid professional staff or, in smaller Wyoming communities without full-time paid economic development staff, for designated persons involved in local community and economic development activities. Priority will be placed on first-time paid economic development staff to develop their professional economic development skills. Eligible training programs include NDC, EDI, IEDC, downtown development programs and WEDA Conferences. Additional training programs may be eligible for consideration with adequate justification of the training's benefits to the community and state. Please inquire.

### **Eligible Expenditures-**

Expenses eligible for reimbursement through the Development Scholarship Program are limited to tuition or registration fee, including training materials, and/or travel expenses. Tuition/registration expenses may be prepaid directly by WEDA to the educational organization, upon request, or reimbursed upon completion of the training via submission of the Final Report. Travel expenses will be paid in the form of a reimbursement only.

If the scholarship is sponsoring a combination of tuition and transportation expenses, or tuition is not prepaid directly, the following expenses will be paid as follows:

1. Travel. Automobile mileage will be paid at the IRS reimbursable rate per mile. Air travel will be reimbursed, if less costly than ground travel.
2. Incidental ground transportation required to reach the meeting destination.
3. Meals (not to exceed \$40 per day), unless included in registration fee.
4. Hotel/motel accommodations for the dates of the training.
5. Actual tuition/registration fees.

Other expenses that are specific to a particular training program and not covered above require prior written authorization from the WEDA Training and Scholarship Committee.

### **Application Process-**

The organization requesting a Development Scholarship must complete and submit a scholarship application form to WEDA for approval at least **30 days prior** to the starting date of the training program they are applying for. If applying for prepayment of tuition/registration fees, an original registration form must be submitted with this application. If applying for expense reimbursement, please include registration costs and estimated travel expenses in the "Itemized Request" section of your application. The applicant must also include documentation of the sponsoring economic development organization's support for the training. See below for details.

### **Required Reporting-**

Participants in the Development Scholarship Program are required to complete a Request for Payment/Reimbursement, accompanied by copies of registration form, paid invoices or credit card charges, and a Final Report on the Training Program. Reports should be submitted **within forty-five (45) days** of the conclusion of the training program attendee, and must be filed before any funds can be reimbursed.

## **Application**

### **General Instructions**

The application form must be completed in its entirety and bear the signature of the person applying for funds for the economic development organization.

All attachments must accompany the original application.

*Application must be postmarked/faxed **at least 30 days prior** to the training event.*

1. Sponsoring Economic Organization \_\_\_\_\_
2. Member For Whom Scholarship is Requested \_\_\_\_\_
3. Mailing Address \_\_\_\_\_
4. City and Zip Code \_\_\_\_\_
5. Phone # \_\_\_\_\_ Fax # \_\_\_\_\_
6. E-Mail Address \_\_\_\_\_
7. Attendee's Position in the Sponsoring Organization \_\_\_\_\_
8. How long with Sponsoring Organization \_\_\_\_\_
9. Name of Training Program \_\_\_\_\_
10. Location Where Training Will Be Held \_\_\_\_\_
11. Specific Course Title \_\_\_\_\_
12. Course Date(s) \_\_\_\_\_
13. Certification earned upon completion of the program \_\_\_\_\_
14. Briefly describe the Course and explain how it will benefit the economic and community development in your area and the State of Wyoming.  
\_\_\_\_\_  
\_\_\_\_\_
15. Attach a copy of the Course Description or other publicity document.
16. Attach signed letter of support from an authorized director or Board member of the sponsoring organization, showing support and a financial commitment to this educational training program on company/organization letterhead. *(This cannot be the signature of person taking the course.)*
17. Has your organization received any other WEDA Development Scholarship this calendar year? If so, please describe. \_\_\_\_\_

## Itemized Request for Funding

1. Tuition or Registration Fee – Please attach Registration Form \$ \_\_\_\_\_

Do you want this fee paid directly to educational institution?

YES  NO

2. Estimated Travel Expenses \$ \_\_\_\_\_

Transportation \$ \_\_\_\_\_

Lodging \$ \_\_\_\_\_

Food \$ \_\_\_\_\_

Other/describe \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

3. Scholarship Amount Requested \$ \_\_\_\_\_

*Limited to maximum of full tuition paid for IEDC, EDI, NDC, and approved programs.  
Other full registrations limited up to \$500 of combined tuition & travel expenses.*

### Declaration

I certify that the information provided in this application is true and correct to the best of my knowledge. If approved as a participant in the WEDA Development Scholarship Training Program, I agree to provide the required documentation to the Wyoming Economic Development Association's Training and Scholarship Committee within 45 days of completion of the training program.

I ALSO UNDERSTAND THAT THIS SCHOLARSHIP IS FUNDED IN COOPERATION WITH THE WYOMING BUSINESS COUNCIL.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

*To be completed by the WEDA Training and Scholarship Committee*

Amount of Scholarship Approved \$ \_\_\_\_\_

Date Approved \_\_\_\_\_

Approved By \_\_\_\_\_

## Scholarship Expenditure Report Request for Payment/Reimbursement

NAME OF ORGANIZATION \_\_\_\_\_

TRAINING PROGRAM/DATES \_\_\_\_\_

PERSON ATTENDING \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY AND ZIP CODE \_\_\_\_\_

	<u>ACTUAL AMOUNT</u>
1. ACTUAL TUITION OR REGISTRATION FEE PAID	\$ _____
2. TRANSPORTATION	\$ _____
3. LODGING	\$ _____
4. FOOD (LIMITED TO \$40/DAY AND NOT INCLUDED IN REGISTRATION FEE)	\$ _____
5. OTHER _____	\$ _____
TOTAL EXPENDITURES	\$ _____
6. Is there other reimbursement sought for this course? If so, how much and from whom? _____	less \$ _____
WEDA APPROVED SCHOLARSHIP AMOUNT	\$ _____
LESS ANY PREPAID TUITION/REGISTRATION FEES NOT INCLUDED ABOVE	(\$ _____)
AMOUNT TO BE REIMBURSED TO MEMBER ORGANIZATION	\$ _____

### Certification

The above-referenced training program, as approved by the Wyoming Economic Development Association, has been completed and the "Itemized Expenditure Report, Request for Payment/Reimbursement" and "Final Report on Training Program" Forms, plus copies of all paid invoices are attached.

I hereby certify that this billing is correct and just, based upon actual payments of record. Reimbursement has not been received from any other source unless specified above, and the activities are in accordance with the approved training program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

