

Professional Development Scholarship Program

Why does WEDA provide scholarships?

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. Scholarships are therefore available to members beginning three (3) months after initial dues are paid to WEDA.

How much could I receive?

- As a general rule, scholarships will be limited to one per person per organization, per year.
- Scholarship awards are designated to cover 100% of full program tuition expenses in an approved program but **a maximum of \$500 of combined expenses (tuition/registration fees and eligible travel costs) for each program the member attends.**
 - WEDA allows scholarships for two (2) professional trainings per calendar year **if the member is seeking fast-track certification with IEDC, EDI, or NDC at their current registration rates, for a maximum of \$1500/year.**
- The Development Scholarship Program is limited to available funding on a first-come, first-served basis.

Who may receive a scholarship?

- Participation in the Program is limited to qualified members of WEDA.
- Wyoming Business Council employees are not eligible.
- Wyoming members actively working in economic development as paid professional staff or in limited cases unpaid staff or volunteers.
- Priority will be given to applications from economic development staff applying to attend a class in their first year of employment in economic development
- 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.

How may I use my scholarship funds?

- Tuition or registration fees
- Training material
- Travel expenses

Does WEDA pay for the class or reimburse me?

- Tuition/registration expenses may be *prepaid* directly by WEDA to the educational organization, upon request.
- Tuition/registration may be *reimbursed* upon completion of the training via submission of the Final Report.
- Travel expenses, if allowed, will be paid in the form of a reimbursement only and may include:
 1. Automobile mileage paid at the then-current IRS reimbursable rate per mile.
 2. Air travel may be reimbursed
 3. Incidental ground transportation required to reach the meeting destination.
 4. Meals (not to exceed \$40 per day), unless included in registration fee.
 5. Hotel/motel accommodations for the dates of the training.

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

What do I need to know about applying? What does WEDA need from me?

- 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***
- If applying for prepayment of tuition/registration fees, an completed original registration form must be submitted with your 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, typically a letter of support. *See below for details.*

What do I have to tell WEDA after the training?

Participants in the Development Scholarship Program are required to:

- Complete a Request for Payment/Reimbursement
- Provide a copy of the registration form
- Provide itemized paid invoices/receipts or proof of credit card charges
- Complete a Final Report on the Training Program (A form for the final report is included with this application packet.)

*Reports should be submitted **within forty-five (45) days** of the conclusion of the training program, and must be filed before any funds can be reimbursed.*

All documents related to your scholarship application should be delivered to info@wyomingeda.org (scanned documents welcome);

or

USPS to:

WEDA
c/o Align
1401 Airport Parkway, Suite 300
Cheyenne, WY 82001

PHONE 307-772-9100 – ask for a WEDA Representative

FAX 307-778-3943, Attention WEDA

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 emailed (info@wyomingeda.org), postmarked or 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 # _____
6. E-Mail Address _____
7. Applicant's Position in the Sponsoring Organization _____
8. Length of service 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. Brief description of the course and its benefit to the economic and community development in your area and the State of Wyoming.

Please attach a copy of the Course Description or other publicity document.

15. Included 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.)*

Yes No

16. Has your organization received any other WEDA Development Scholarship in the past twelve (12) months?

Yes No

If yes, please describe the course and provide the date of the scholarship.

Itemized Request for Funding

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

Are you requesting: Reimbursement Prepaid Tuition/Registration *
*Travel expenses are reimbursement only with valid receipts

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 other programs pre-approved by WEDA.
Other full registrations limited up to \$500 of combined tuition & travel expenses.*

Total Funds Requested

\$ _____

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 Wyoming Economic Development Association within 45 days of completion of the training program.

Signature of applicant

Printed Name

Position in Organization

Date Submitted

To be completed by WEDA

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: _____

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:	\$ _____

Did you receive other scholarship or grant money for this same course?

If so, from whom and how much? (WEDA provides "last choice" or "gap" funding.)

From: _____ Amount \$ _____

WEDA Approved Scholarship Amount (You were notified of this amount prior to your class or conference) \$ _____

Less any Prepaid Tuition/Registration Fees not included above (\$ _____)

Amount to be reimbursed to WEDA Member Organization:

(This is the same as the approved scholarship amount if you have not already received a prepayment from WEDA)

\$ _____

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 and/or proofs of payment, are attached.

I hereby certify that this request 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 of applicant

Printed Name

Position in Organization

Date Submitted