

Wyoming Chamber Partnership Scholarship Program Application Instructions

Purpose:

The purpose of the Wyoming Chamber Partnership (WCP) Scholarship Program is to assist professional chamber of commerce staff and those directly involved with the chamber of commerce efforts in their communities with training costs that promote their professional development. This program is intended to be a benefit of membership in WCP.

Funding:

Each year WCP will provide scholarships to assist qualified members of the organization with professional training. Scholarship funding may be applied to program tuition and/or travel expenses. Funding for the WCP Scholarship Program is provided through the Wyoming Business Council and WCP. Scholarships will be limited to one per organization, per year. Additional scholarships can be funded at the discretion of the WCP Board. The Scholarship Program is limited to available funding on a first-come, first-served basis.

Program Eligibility:

Participation in the WCP Scholarship Program is limited to members of WCP. The scholarships are provided to Wyoming members actively working in a chamber of commerce as paid professional staff or in smaller Wyoming communities without full-time paid chamber of commerce staff, for designated persons involved in local community chamber of commerce activities. Priority will be placed on first time paid chamber of commerce staff to develop their professional chamber of commerce skills. Eligible training programs include ACCE, NAMD, Institute for Organizational Management, Leadership Wyoming and others as approved by WCP. Additional training programs may be eligible for consideration with adequate justification of the training's benefits to the community and state.

Eligible Expenditures:

Scholarship awards are designated to cover program tuition expenses. Expenses eligible for reimbursement through the WCP Scholarship Program are limited to tuition or registration fees, including training materials. Tuition/registration expenses may be prepaid directly by WCP to the educational organization, upon request, or reimbursed upon completion of the training via submission of the Final Report.

Other expenses that are specific to a particular training program and not covered above require prior written authorization from the WCP Training and Scholarship Committee, which is made up of WCP's Executive Board.

Application Process:

The organization requesting a WCP Scholarship must complete and submit a scholarship application form to WCP for approval at least 45 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. This application must also include a letter from the sponsoring chamber's Board of Directors supporting the individual participant's training. Expenses will be reimbursed upon receipt of paid invoices.

Required Reporting:

Participants in the Scholarship Program are required to summarize their learning experience. Summaries may either be submitted for WCP's Newsletter or may be given as a "training update" during Fall Conference or Winter Conference.

Wyoming Leadership Class:

WCP will cover tuition to the Wyoming Leadership Class for the Board President following their term.

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General Instructions:

The application form must be completed in its entirety and bear the signature of the chamber of commerce organization's authorized project director. All attachments must accompany the original application.

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

Incomplete applications will not be reviewed.

1. Sponsoring Chamber of Commerce _____
2. Person 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 chamber and community in your area and the State of Wyoming _____

15. Attach a copy of the Course Description or other publicity document. Required for prepayment of tuition or registration fees.
16. Attach written documentation from your Chamber's Board of Directors for support and financial commitment to this educational training program.
17. Briefly describe any training programs that have already been completed (use additional pages if needed). _____

18. Has your organization received any other WCP Scholarship this calendar year? If so, please describe.

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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

a. Transportation \$ _____

b. Lodging \$ _____

c. Food \$ _____

d. Other _____ \$ _____

Total \$ _____

TOTAL Scholarship Request \$ _____

Certification

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 WCP Scholarship Program, I agree to provide the required documentation to the Wyoming Chamber Partnership's Training and Scholarship Committee.

I also understand that this grant is funded in cooperation with the Wyoming Business Council.

Signature

Title

Date

To be completed by the WCP Training and Scholarship Committee

Amount of Scholarship \$ _____

Date Approved _____ Approved By _____