



Continuing Education Scholarship Program

Purpose:

The Continuing Education Scholarship Program of the Farragut West Knox Chamber is to assist and encourage existing member businesses to advance and/or maintain the knowledge and professionalism of their employees that is necessary for continued business growth and viability.

General Information:

The funds for continuing education are set aside from the general operating funds in a specific restricted account in which deposits are to be made according to the established funding guidelines established by the Board. The Continuing Education Scholarships are competitive and are awarded/selected by the Executive Committee of the Board according to established Award and Disbursement Guidelines.

Funding:

The program is funded by proceeds from the Enterprise Membership and other designated funds and/or Chamber events as determined by the Board.

Award and Disbursement Guidelines:

Application: Applications for Continuing Education Grants are available at the office of the Farragut West Knox Chamber of Commerce. Applications will be accepted anytime prior to the application deadlines and must be filled out in their entirety with appropriate supporting documentation. Continuing Education Grants are awarded quarterly (4 times per year). The deadlines for submitting applications for grants are as follows:

1 st Quarter Deadline	January 15
2 nd Quarter Deadline	April 15
3 rd Quarter Deadline	July 15
4 th Quarter Deadline	October 15

Disbursement: Training and request for disbursement must be completed within one year from the notice of award for the grant. Upon confirmation of the completion of and payment for the course or training for which the grant has been approved, the individual that actually paid for the training will be reimbursed up to \$500 for the amount of the payment of the course or training for which the grant was awarded.

Eligibility Requirements: Applicants must be associated or employed by a member business that is in good standing of the Farragut West Knox Chamber of Commerce for more than one successive year. Scholarships are intended for tuition only-not for travel and/or other associated expenses. The training and request for disbursement must be completed within one year from the notice of award for the grant.

Considerations for Award: Awards are competitively selected among the applicants and are intended to assist the individual and/or member business through complimentary funds for tuition and/or training reimbursement. Applications must be complete with all required information provided. Considerations for selecting the award shall include but not be limited to the fund availability, completeness of application, length of membership with the Chamber, active participation and support of the Chamber, previous awards, purpose of training, benefit to the member business, and the amount requested.



Continuing Education Scholarship Program
Application Form

Member Business Information:

Name of Applicant: _____

Member Business: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ email: _____ Fax: _____

Length of Chamber Membership (years): _____

Has applicant or member business ever received a Continuing Education Scholarship from the Farragut West Knox Chamber of Commerce? _____ If yes, how long ago (years)? _____

Training Information:

Training activity/course title: _____

Training location: _____

Date(s) and length of course: _____

Cost of course (tuition only): _____

Other anticipated costs i.e. travel _____

Amount of grant requested: _____

Source(s) of funds for tuition (i.e. self, other grant(s), business, etc):

Source: _____ Amount: _____

Source: _____ Amount: _____

Source: _____ Amount: _____

- Important:**
1. On a separate sheet, please explain/support why this training is needed, how this training/course will improve your ability to perform effectively in your current position, and how this additional study will benefit your business (please be specific).
 2. In clude with yo ur app lication a letter o f en dorsement from yo ur e mployer for the specific training and/or course being considered for a grant.
 3. Pl ease submit 4 co mpleted co pies of yo ur app lication (i ncluding co pies of any bro chures, sy llabus, agenda, that yo u think will be helpful in co nsidering yo ur request).

Applicant: _____

Signature

Date

Submit your completed application to: Farragut West Knox Chamber of Commerce
P.O. Box 22461
Farragut, TN 37933-0461

Please contact the Farragut West Knox Chamber of Co mmerce at 675-7057 or email info@farragutchamber.com if yo u have any questions regarding this app lication or the Co ntinuing Education Scholarship Program.