



# Farragut West Knox Chamber of Commerce

## *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 necessary knowledge and professionalism of their employees for continued business growth and viability.

### **General Information:**

Continuing Education Scholarships are competitive and are selected / awarded by the Executive Committee of the Board of Directors according to established Award and Disbursement Guidelines.

### **Funding:**

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

### **Award and Disbursement Guidelines:**

Application: Applications for Continuing Education Scholarships are available from the office of the Farragut West Knox Chamber of Commerce or online at [www.farragutchamber.com](http://www.farragutchamber.com) . Applications are accepted at any time and must be filled out in their entirety with appropriate supporting documentation. Continuing Education Scholarships are generally awarded quarterly.

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

Eligibility Requirements: Applicants must be a member or employed by a member business that is in good standing with 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/request for disbursement must be completed within one year from the notice of award.

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 the award shall include but not be limited to fund availability, completeness of application, length of membership with the Chamber, active participation/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: \_\_\_\_\_

Name of 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? Yes / No If yes, how long ago (years)? \_\_\_\_\_

### Training Information:

Training Activity/Course Title: \_\_\_\_\_

Training Location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date(s) and Duration of course: \_\_\_\_\_

Cost of Course (tuition only): \_\_\_\_\_

Other related 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: \_\_\_\_\_

### **REQUIRED:**

1. On a **separate sheet**, please explain **why this training is needed**, **how this training will improve your ability** to perform effectively in your current position, and **how this training will benefit your business** (please be **specific**).
2. Include with your application a **letter of endorsement from your employer** for the specific training or course being considered for a scholarship.
3. Submit **FOUR (4) completed copies of your application** (including copies of any brochures, syllabi, or agendas that you think would be aid the Executive Committee in considering your request). If submitting electronically, disregard 4-copy requirement.

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 Commerce at 675-7057 or email [info@farragutchamber.com](mailto:info@farragutchamber.com) if you have any questions regarding this application or the Continuing Education Scholarship Program.