



Continued Development Grant Program

Purpose:

The Continued Development Grant 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:

Continued Development Grant Scholarships are competitive and are selected / awarded by the Scholarship Committee appointed by 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/Submission: Applications for Continued Development Grants are available:

- By direct request from the Farragut West Knox Chamber of Commerce
- In the Resources Tab of the Online Member Portal
- Distributed by email to the membership prior to each quarterly acceptance deadline.
- Applications are accepted by the 30th of the LAST month of each quarter: Sept. 30, Dec. 31, Mar. 31, & June 30.
- Applications must be filled out in their entirety with appropriate supporting documentation.
- Applications may be for a specific individual's training, with the understanding that it is the member business entity that will receive the grant in the form of check reimbursement, not the individual.

Disbursement: Disbursement for each application may not exceed \$500.00 and is contingent upon:

- Applications for completed training must include all proof of payment and proof of successful completion.
- Applications for pending training may be pre-approved with the contingency of providing all proof of payment and proof of successful completion. Pending training must be completed within one (1) year of the application's date.
- Where mutually possible, the chamber will present the grant reimbursement at an upcoming program/event to educate others about the program's availability.

Eligibility Requirements: Applicants must be a member or employed by a member business that is:

- (1) In current good standing with the Farragut West Knox Chamber of Commerce for at least one year
- (2) Listed as a current employee in the chamber's records (check your Online Member Portal to confirm)

Continued Development Grants are intended for tuition or registration/attendance fees only – not for travel, hotel and/or other expenses. (We do offer space to *share* the totals of other expenses to aid in the committee’s decision)

Considerations for Award: Awards are competitively selected among 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:

- Completeness of application, length of membership with the Chamber (minimum one year), active participation/support of the Chamber, previous awards, purpose of training, articulated benefit to the member business, and the amount requested.
- The cumulative total amount of funds received by any one member shall not exceed 75% of the member’s lifetime dues paid to date.
- Continued Development Grants are subject to funds availability and are available until designated funds are depleted for the fiscal year.

Continued Development Grant Program Application Form

Member Business Information:

Name of Applicant: _____

Name of the Member Business: _____

Physical Address: _____

City: _____ State: _____ Zip Code: _____

In case of questions:

Contact Phone: _____ Contact Email: _____

Length of Business’ Chamber Membership (years): _____

Has the member business ever received a Continued Development Grant before from the FWKCC? Yes / No

If YES, when was the most recent disbursement? _____

Individual: How will receiving this grant assist you in your professional development and future roles? How will it assist your business? How might the funds saved be utilized? (Please explain clearly, use separate sheet if needed):

Employer/Owner: If this application is for one of your staff, please explain your endorsement of them undertaking the training you are seeking reimbursement for and how you feel it will benefit them (Explain clearly) (If the application is for YOU and you ARE the employer/owner, you may skip this question):

Training Activity/Course Title: _____

Training Location: _____

Website for training _____

Date(s) / Duration of course: _____

Cost of Course (tuition only): _____

Other costs (i.e. travel) _____ (for the committee's understanding of total costs to you)

Amount of grant requested: _____

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

Source: _____ Amount: _____

Source: _____ Amount: _____

Applicant: _____

Signature

Date

SUBMIT:

1. Application fully completed to: Julie@farragutchamber.com OR 11826 Kingston Pk, Ste 110, Knoxville, TN 37934
2. ANY additional information that may be helpful to the committee in considering your application such as brochures, course descriptions, agendas, etc. For web courses, please print or screenshot any descriptions or agendas to help the committee fully appreciate what the training is and is intended for.

