

# *South Willamette Training Association*

## **Training Scholarship Application**

### **Purpose:**

This program has been established by the South Willamette Training Association (SWFTA); to assist personnel in attending training events by providing funding for registration, travel, lodging, and/or meal expenses.

### **Application Process:**

Complete the Application form with authorization of your Training Officer and forward it to the SWFTA Secretary. Please submit your application allowing enough time so that it may be reviewed at a monthly SWFTA business meeting prior to the requested event.

### **Selection Process:**

1. The SWFTA Secretary will: 1) confirm that the applicant is a SWFTA member 2) the application is filled out completely.
2. The application will be promptly reviewed:
  - a. It is preferred that the application be reviewed by those present at the next monthly SWFTA business meeting.
  - b. Occasionally, "short notice" classes do not allow time for the application to be reviewed at the next scheduled SWFTA meeting. In these cases, the Executive Board is authorized to render a decision on the disposition of the application.
3. SWFTA reserves the right to fully fund, partially fund, or refuse funding of the requested amount at their discretion.
4. SWFTA will base a decision on one or several subjective and objective matters. Such as:
  - a. Current and anticipated funding available within SWFTA's bank account.
  - b. Potential benefit to the agency applying.
  - c. Financial Need of the agency applying.
  - d. Other partnerships assisting with funding. It is preferred that the request be for "assistance", not necessarily "full funding". Is the agency helping out? Is the individual paying for a portion? Is there another scholarship assisting?

The South Willamette Fire Training Association will approve or deny applications without regard to race, religion, sex, age or national origin.

Please include a copy of the completed registration for the training event you are planning to attend.

It is preferred that you or your Training Officer attends the SWFTA meeting when your application is being reviewed. There may be questions or suggestions that arise during the review.

***If the request is approved, follow through and attend the training event. Failure to attend the requested training event may result in the applicant being ineligible for any future scholarships.***

***South Willamette Fire Training Association***  
*Training Scholarship Application*

Agency Requesting Funding: \_\_\_\_\_

Name of Individual(s): \_\_\_\_\_

Class or Training Event: \_\_\_\_\_

Date(s) of Training: \_\_\_\_\_

Number of personnel attending under this request: \_\_\_\_\_

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Funding Requested

Tuition: \$ \_\_\_\_\_

Travel Expenses: \$ \_\_\_\_\_

Meals: \$ \_\_\_\_\_

Lodging: \$ \_\_\_\_\_

Other (please explain): \$ \_\_\_\_\_

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Total Amount Requested: \$ \_\_\_\_\_

Is there any additional information you would like the SWFTA body to consider when evaluating this application?

Approved By: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_