

# CCIF Education Grant Application Form

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

1. Type of Education Grant:

\_\_\_\_ Post-Secondary (Due May 1 of each year)

\_\_\_\_ Professional Development (Due Jan 1st, April 1st, July 1st, and Oct 1st)

2. Will you have been a legal resident of Cabot for the twelve months preceding the Application Due Date?

\_\_\_\_ YES

\_\_\_\_ NO

If yes, attach documentation of proof of residency, such as one of the following:

- Letter from Cabot School indicating you are enrolled as a Cabot resident
- Photocopy of ID with current address
- Other official documentation demonstrating residency

3. How will CCIF funds be applied? (Check all that apply):

\_\_\_\_ Degree Program

\_\_\_\_ Course Training Seminar/Workshop

\_\_\_\_ Books

\_\_\_\_ Equipment

\_\_\_\_ Other (Describe)

4. What other funding sources, excluding personal finances or loans, are available to you for the course work (i.e financial aid, employer reimbursement, etc)? Describe, and/or attach a copy of any documentation to help the CCIF committee understand how the Education Grant will be used in addition to other sources of funding to cover the complete cost of the course work.

5. Name, address and phone number of the educational institution and/or registrar's office, training or continuing educational program, or professional development program you plan to attend:

Institution/Program Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Course of Study: \_\_\_\_\_

6. Attach a **new** Personal or Professional Essay of 500 words describing:

- your personal and career goals; for trade or professional requests please note your non-academic performance and/or "track record".
- how will your choice of educational coursework or training help you meet those goals?
- your civic services, community volunteer experiences, and/or extracurricular involvement, if any.
- any additional points you wish to convey to the Committee.

# **CCIF Education Grant Application Instructions**

## **Overview**

The CCIF Education Fund was established in the early 1990's to promote lifelong learning for all Cabot residents and encourage community-based career and job development. There are two type of education grants:

- a. Post-Secondary Degree Program Education Grants - grants given annually to individuals pursuing a degree.
- b. Professional Development Education Grants - grants given quarterly to individuals for continuing education.

Eligible recipients are Cabot residents, youth and adults, who have been Cabot residents for at least twelve months as of the application deadline and who will be Cabot residents on the award date. Eligible recipients may only receive one education grant per annum.

Eligible learning opportunities include:

- a. post-secondary technical and college education;
- b. educational institutes, courses, and workshops (i.e. Governor's Institutes of VT, Green Mtn. Conservation Camps, Rosie's Girls/Vermont Works for Women, etc.);
- c. trade apprenticeships and skills training;
- d. career continuing education; and,
- e. professional development.

Activities that may be funded with education grants include the purchase of books and equipment required in connection with educational activities and the payment of tuition and fees for degree programs, courses, seminars, and workshops.

The amount of individual Education Grants will be calculated as follows:

- a. Post-Secondary Degree Program Education Grants
  - i. The base award amount shall be \$500 for each awarded grant, if enough money is available. If there is not enough money, then the CCIF committee will determine the reduced base award amount.
  - ii. An additional \$250 will be awarded to the applicants with the best essays. The number of best essay awards shall be determine by the CCIF committee based upon the amount of money available.
- b. Professional Development Education Grants
  - i. Individual awards shall not exceed \$500
  - ii. The total award amount available each quarter will be determined by the CCIF committee based upon the amount available each year.

# CCIF Education Grant Application Instructions

## Instructions

Complete Education Grant applications include Six (6) copies each of (collated):

- a. The Application Form
- b. The acceptance letter from the school/program or proof of enrollment;
- c. A copy of invoice from school/program that was presented to the applicant;
- d. Documentation of any additional funding sources (i.e. financial aid, scholarships, awards, employer reimbursement, etc)
- e. Proof of residency in Cabot
- f. Original Personal or Professional Essay (500 words or less) that has **NOT** been previously submitted.

Completed Education Grant applications must be submitted by mail to:

CCIF Trust Fund; P.O. Box 36;  
Cabot, VT 05647

By the following deadlines:

- Post-Secondary Degree Program Education Grant applications must be submitted by 5:00 p.m. May 1 of each year, or the following business day, if May 1 falls on a weekend.
- Professional Development Education Grant applications must be submitted by 5:00 p.m. on the first day of each quarter: Jan 1st, April 1st, July 1st, and Oct 1st, or the following business day, if the first day of the quarter falls on a weekend.

The CCIF Education Fund Subcommittee will review applications, and any application deemed incomplete and/or submitted after the deadline will be returned to the applicant.

Education Grants Award decisions will be made by the CCIF Committee by the last day of the month, following the due date of the application.